

RUTHERFORD COUNTY SCHOOL SYSTEM
2240 Southpark Drive
Murfreesboro, TN 37128

January 30, 2020
5:00 P.M.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. APPROVAL OF AGENDA**

Recommend Approval---motion to approve the agenda as presented.

- 5. EXTENSION OF EMPLOYMENT CONTRACT FOR THE DIRECTOR OF SCHOOLS**

The Director of Schools' employment contract currently expires June 30, 2021.

Recommend Approval --- motion to extend the Director of Schools' contract two years.

- 6. APPROVAL of CONSENT AGENDA (Tab 1)**

A. Minutes: January 13, 2020 Special Called Board Meeting
January 16, 2020 Board Meeting

B. Community Use of Facilities

C. Out of County Transfer Student (1)

D. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Shawn Lee *1	NTE \$100.00	Blackman Middle School	School Funds- Basketball	Bookkeeper for TSSAA Middle School Basketball State Tournament
Charlie Miller *1	NTE \$100.00	Blackman Middle School	School Funds- Basketball	Clock Operator for TSSAA Middle School Basketball State Tournament

John Pierce *1	NTE \$100.00	Blackman Middle School	School Funds- Basketball	Key Holder for TSSAA Middle School Basketball State Tournament
Dayna Judd	NTE \$500.00	Christiana Middle School	School Funds- Boys Basketball	Boys Basketball Secretary
Todd Williamson	NTE \$1,000.00	Eagleville School	School Funds- HS/MS Basketball	HS/MS-JV Basketball Officiating
Perry Lyons	NTE \$2,500.00	Rocky Fork Middle School	Smyrna Jr. Basketball League	Building Supervisor for Basketball League
Seth Gregory	NTE \$500.00	Stewarts Creek High	School Funds- Chorus	Facilitating rehearsals/sectionals, teaching classes, some accompanying
Olivia Birkey	NTE \$2,000.00	Stewarts Creek Middle	School Funds- Softball	Softball Coaching
Rhonda Halimi	NTE \$1,200.00	Thurman Francis	School Funds- Robotics	Prepare students for competition
Jana Aplin	\$20/lesson	Oakland Middle School	School Funds- Band	Private flute lessons
Carole Grooms	NTE \$800.00	Oakland Middle School	School Funds- Band	Guest conducting
Thomas Verrier	NTE \$800.00	Oakland Middle School	School Funds- Band	Guest conducting
Preston Baily	\$20/lesson	Rockvale Middle School	School Funds- Band	Private brass instruction
Regina Ward	NTE \$3,000.00	Siegel High School	School Funds- Choir	Choreography for Spring Musical
Christopher Stenstrom	NTE \$1,000.00	Stewarts Creek High	School Funds- Choir	Choir Accompanist
Stephen Morgan	Up to \$25/lesson	Stewarts Creek Middle	SCM Music Boosters	Individual + group lessons
Jeff Shipley	NTE \$2,000.00	Stewarts Creek Middle	School Funds- Various Athletic Accounts	Announcer at athletic events including tournaments

Brandon Cunningham *2	Hourly	Blackman High	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
James Haring *2	Hourly	Whitworth Buchanan	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year

** Unless listed as an hourly rate

1. Approved previously for an amount \$500 or greater
2. Not less than regular hourly rate – or overtime rate if working over 40 hours during the week
3. Anticipate amounts over \$500 this school year
4. Amend prior approval
5. Less than \$500 but part of event total
6. Pending approval by Transportation Dept.

E. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2019-2020 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Jana Aplin	Oakland Middle School	Band
Preston Bailey	Rockvale Middle School	Band
Stephen Mark Morgan	Stewarts Creek Middle School	Band
Regina Ward	Siegel High School	Choir
Eric Qualls	Oakland High School	Track
Amyia Davis	Blackman High School	Softball
Irvin Turner	Blackman Middle School	Track
Jeremy Beene	Central Magnet	Soccer/Boys
Jeff Pelage	Blackman High School	Track
Timothy Westfall	Siegel High School	Softball
Shane Vaughn	SCHS	Softball/Baseball/Archery
Jennifer (Martinez) Wright	Smyrna High School	Softball
Derek Potter	Stewarts Creek Middle School	Football (Spring)

Recommended Approval---motion to approve the consent agenda items as presented.

7. VISITORS

8. RECOGNITION

Melanie Lanier-Completion of CCFO Program and Exams

Melanie Lanier, a staff accountant with the Rutherford County Schools Budget & Finance Department, recently completed the State of Tennessee's Certified County Finance Officer Program. Melanie is the first Rutherford County employee to complete this prestigious education program and pass the certification exams. The Comptroller of the Treasury and the University of Tennessee's County Technical Assistance Service (CTAS) have developed this program that provides Tennessee's county financial officers an opportunity to learn about updated accounting and financial reporting principles, understand how county governments are structured in Tennessee and enhance their skills in order to carry out their responsibilities for the fiscal affairs of their county or department. CTAS administers the educational program and testing to achieve the CCFO designation. The Comptroller's Office has been designated as the certification authority.

The management of the School Budget and Finance Department is proud of Mrs. Melanie Lanier's accomplishment and wishes to formally recognize her effort and achievement.

9. DISCUSSION ON LACROSSE-GREG WYANT

10. MIDDLE LEVEL ELA TEXTBOOK ADOPTION COMMITTEE

We are requesting that David Bonilla from Whitworth-Buchanan serve as a 7th grade representative on the Middle Level ELA Textbook Adoption Committee.

Mr. Bonilla will replace Heather Crain from Whitworth-Buchanan, who resigned for personal reasons.

Recommended Approval---motion to approve David Bonilla as representative for Middle Level Textbook Adoption as presented

11. HIGHWAY 96 PROPERTY

Upon further review of the Highway 96 property consisting of approximately 154 acres owned by the City of Murfreesboro, the parcel continues to appear to be suitable for a two-school site and to be a good location for a multi-school site. Staff recommends the Board of Education proceed with proposing a contract to the City of Murfreesboro for the purchase of the property. The contract would be contingent upon the Board of Education receiving test results satisfactory to the Board of Education and approval of the purchase by the Rutherford County Commission. Funding for the purchase would be from the remaining funds

approved by the County Commission for the purchase of future school sites. Execution of a contract will allow testing to proceed on the property, and the contract would provide for an inspection period during which the Board of Education can terminate if the results of the testing or further study of the property are not acceptable to the Board.

Recommended Approval---motion to authorize and approve the Chairman signing a contract for the purchase of the Highway 96 parcel from the City of Murfreesboro consisting of approximately 154 acres at a price of \$28,500 per acre in a form approved by Jeff Reed as the Board attorney and which provides an inspection period and contingencies for approval by the County Commission and further Board of Education approval after testing is concluded.

12. DISCIPLINARY HEARING APPEAL

The Board has been requested to review the January 16, 2020 decision of the Disciplinary Hearing Authority (DHA) to uphold the remandment of a student from Rock Springs Middle School. The student was remanded to alternative school under Board Policy 6.313 for consuming a food item containing marijuana. Based on a review of the DHA's record, the Board may:

- 1. Affirm the decision of the DHA;**
- 2. Overturn the decision of the DHA;**
- 3. Modify the decision to a lesser penalty; or**
- 4. Grant a hearing before the Board**

13. POLICY ADOPTION (TAB 2)

The policy changes below are recommended for adoption by the Policy Committee:

1. Policy Changes

- a. Policy 1.703: School Attendance Zones and Exemptions**
Amended to create a renewal requirement for students granted zone exemptions for a particular program of study.
- b. Policy 1.806: Advertising and Distribution of Materials in the Schools**
Amended to allow the Board the option to limitedly approve certain commercial advertising.
- c. Policy 1.802: Section 504 and ADA Grievance Procedures**
Updated to reflect the full Section 504 and ADA grievance procedures and due process under the law.

- d. **Policy 3.201: Safety**
Amended to reflect the legal requirement to provide school safety and security plans to law enforcement.
- e. **Policy 3.500: Student Nutrition Management**
Amended to shorten the period of time in which an employee may charge for meals from a month to a week.
- f. **Policy 3.600: Insurance Management**
Amended to add requirements for HIPAA procedures.
- g. **Policy 4.100: Instructional Program**
Amended to incorporate non-discrimination language from the previous edition of 4.201. The language is required by law.
- h. **Policy 4.201: Class Size Ratio**
Replaced previous Basic Program with legally required class size ratio language. The language previously in this policy is duplicative and located in other policies as confirmed by the TSBA.
- i. **Policy 4.501: School Volunteers**
Added to give fundamental guidance to administrators and volunteers on the role of volunteers in schools.
- j. **Policy 4.6041 Testing for Credit**
Amended to limit the language to ensure this tool is not too widely utilized, but still can be an option for high-performing students seeking to create room in their schedules later for dual enrollment and CTE courses.
- k. **Policy 4.606: Graduation Activities**
Added in all recognitions as mandated by the State Board of Education.
- l. **Policy 6.404: Acquired Immune Deficiency Syndrome**
Updated to include TSBA model language on infection control.
- m. **Policy 6.300: Code of Conduct (Policy 6.313 Disciplinary Procedures)**
Amended to incorporate legally required references to trauma-informed disciplinary practices and align with TSBA model policy. Combined with previous Policy 6.313 Disciplinary Procedures to create one unified policy. Policy 6.313 will be deleted, if change to 6.300 is approved.
- n. **Policy 6.309: Zero Tolerance Offenses**
Electronic Threats are removed due to the repeal of the applicable law requiring that language.

- o. **Policy 6.402: Physical Examinations and Immunizations**
Amended to require physicals from students prior to conditioning or any other athletic team participation.
- p. **Policy 6.600: Student Records**
Incorporated Policy 6.603 Use of Records to condense policies and align language to the TSBA model policy.
- q. **Policy 6.603: Use of Records**
The TSBA recommended deletion of this policy because the terms are duplicative with Policy 6.600 Student Records.

2. Policies for Consideration

- a. **Policy 4.211: Work-Based Learning Program**
Legally required policy mandating the creation of procedures for review of Work-Based Learning in the District.
- b. **Policy 4.604: Credit for Prior Courses**
Adopts TSBA model policy to create guidance for courses in which a student transfers in but did not receive high school credit. Replaces 4.604 to align with TSBA policy.
- c. **Policy 5.602: Staff Time Schedule**
Adopted to reflect required labor matters already adopted as procedure.

Recommended Approval---motion to approve the above changes as recommended by the Policy Committee on second reading

14. KITTRELL ELEMENTARY PTO APPROVAL (TAB 3)

Parents and administrators at Kittrell Elementary have come together and completed the necessary steps to form a PTO. This will be a school-led PTO. The group is requesting formal recognition from the Board to conduct business.

Recommended Approval---motion to approve the Kittrell Elementary PTO.

15. FACILITIES (TAB 4)

A. Christiana Middle

Dr. Hastings has submitted a request to partner with Wilson Bank and Trust to replace the schools sign insert. The school is requesting to install a digital sign similar to other schools through out the county. Wilson Bank will be donating a large portion of the funds and the school will be adding approximately \$8,300.00. Engineering has reviewed the request and finds it consistent with school sign partnerships.

Recommended Approval---motion to approve Christiana Middle's request to Partner with Wilson Bank and Trust to purchase a new LED sign.

B. Blackman High

Dr. Justus has submitted a request to install an enclosure for use by the custodial staff for covered storage. This enclosure will be at no cost to the Board. Engineering and Construction has reviewed the request and finds the location and materials acceptable.

Recommended Approval---motion to approve Blackman High's request to install a covered enclosure as shown.

16. FINANCIAL MATTERS

17. INSURANCE UPDATE

18. DIRECTORS UPDATE

19. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

20. FEDERAL RELATIONS NETWORK (FRN) UPDATE

21. GENERAL DISCUSSION

22. ADJOURNMENT

**RUTHERFORD COUNTY SCHOOL SYSTEM
Board of Education Meeting
2240 Southpark Drive
Murfreesboro, TN 37128**

**Special Called Board Meeting
Minutes of January 13, 2020**

Board Members Present

Jim Estes, Board Chairman

Coy Young, Vice-Chairman

Terry Hodge

Tiffany Johnson

Jeff Jordan

Lisa Moore

Tammy Sharp

Bill C. Spurlock, Director of Schools

1. Call To Order

**The Chairman called the Special Called meeting to order at 5:00 P.M.
In the Board Room. Board Member Coy Young led in the pledge of
allegiance.**

2. Highway 96 Property

Trey Lee, Assistant Superintendent of Facilities and Construction, informed the Board that upon further review of the Highway 96 property consisting of approximately 154 acres owned by the City of Murfreesboro, the parcel continues to appear to be suitable for a two-school site and to be a good location for a multi-school site. Staff recommends the Board of Education proceed with proposing a contract to the City of Murfreesboro for the purchase of the property. The contract would be contingent upon the Board of Education receiving test results satisfactory to the Board of Education and approval of the purchase by the Rutherford County Commission. Funding for the purchase would be from the remaining funds approved by the County Commission for the purchase of future school sites. Execution of a contract will allow testing to proceed on the Property, and the contract would provide for an inspection period during which the

Board of Education can terminate if the results of the testing or further study of the property are not acceptable to the Board.

After a lengthy discussion, Ms. Sharp moved, seconded by Mrs. Moore, to table this item until the January 30, 2020 Board Meeting.

**Roll Call Vote: Yes – Jeff Jordan, Lisa Moore, Tiffany Johnson, Tammy Sharp,
No – Coy Young, Terry Hodge, Jim Estes
Motion Approved.**

3. Proposed Rezoning Siegel Middle Rising Seventh Grade Students to Oakland Middle School.

Shane Morgan presented the proposed rezoning of Siegel Middle rising seventh grade students to Oakland Middle School.

Motion made by Jeff Jordan, seconded by Terry Hodge, to approve the proposal for rezoning Siegel Middle rising seventh grade students to Oakland Middle School as presented.

**Roll Call Vote: Yes -Ms. Sharp, Mrs. Johnson, Mr. Young, Mrs. Moore,
Mr. Jordan, Mr. Hodge, Mr. Estes
Motion Approved.**

5. Proposed Rezoning Students from Wilson Elementary School to Walter Hill Elementary School.

Shane Morgan presented the options for rezoning students from Wilson Elementary School to Walter Hill Elementary School.

Motion made by Mr. Young, seconded by Mr. Hodge, to approve Option #2 for rezoning Wilson Elementary School to Walter Hill Elementary School as presented.

**Roll Call Vote: Yes- Ms. Sharp, Mr. Jordan, Mr. Young, Mr. Hodge,
Mrs. Johnson, Mr. Estes
No- Mrs. Moore**

There being no further business, the meeting adjourned at approximately 6:10 P.M.

Jim Estes, Board Chairman

Date

Bill C. Spurlock, Director of Schools

Date

**RUTHERFORD COUNTY SCHOOL SYSTEM
Board of Education Meeting
2240 Southpark Drive
Murfreesboro, TN 37128**

**Minutes of January 16, 2020
5:00 P.M.**

Board Members Present

Jim Estes, Board Chairman

Terry Hodge

Tiffany Johnson

Jeff Jordan

Lisa Moore

Tammy Sharp

Coy Young

Bill C. Spurlock, Director of Schools

1. CALL TO ORDER

The Board Chairman called the meeting to order at 5:00 P.M. on January 16, 2020. Ms. Tammy Sharp led the Pledge of allegiance.

3. MOMENT OF SILENCE

The Chairman called for a moment of silence and requested we remember Mrs. Brenda Barrett's family. Mrs. Barrett was a teacher for the system for many years.

4. APPROVAL OF AGENDA

Motion made by Mr. Hodge, seconded by Mr. Young, to approve the agenda as presented.

Vote: All Yes

5. APPROVAL OF CONSENT AGENDA

- A. Minutes: December 12, 2019 Board Meeting
December 14, 2019 Board Meeting
December 19, 2019 Special Called Board Meeting**
- B. Community Use of Facilities**
- C. Title I Contracts
 - Missouri Community Action Network Agreement****

CasasLWP, LLC Contract

- **ACT College and Career Readiness Master Services Agreement**
- **2020 RCS Summer Conference Contract**

D. Out of County Transfer (1)

E. Routine Bids

Bid #3446 – Door Replacements

Bid #3449 – 90 Passenger Bus (Siegel High)

Bid #3451 – Secure Vestibules

Request to Purchase:

Rutherford County Board of Education request to use Williamson County RFB #1180-D for Doors and Related Hardware through McCarthy, Jones and Woodard, LLC

F. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Miranda Allen *1	NTE \$300.00	Blackman Middle	School Funds-Track	Work Track Meets
Jessica Hampton	NTE \$1,000.00	LaVergne High	School Funds-Softball	Assistant Softball Coach
Boone Benson *5	NTE \$430.00	Rock Springs Middle	School Funds-Football + Basketball	Football Game Announcer + Basketball Tournament Scoreboard/Announcing sub
Ashley Caldwell *5	NTE \$330.00	Rock Springs Middle	School Funds-Boys and Girls Basketball	Tournament Score Books-sub
Chris Gray	NTE \$680.00	Rock Springs Middle	School Funds-Boys and Girls Basketball	Scoreboard/Announcing-Regular season + Tournament
Matt Kovach	NTE \$630.00	Rock Springs Middle	School Funds-Football + Basketball	Official Score Keeper-Regular season + Basketball Tournament
Brilynn Carter	NTE \$900.00	Siegel Middle	School Funds-Volleyball	Assistant Volleyball Coach

Craig Dziduch	NTE \$800.00	Siegel Middle	School Funds-Volleyball	Assistant Volleyball Coach
Caitlin Wester	NTE \$1,500.00	Smyrna High	School Funds-Volleyball	Assistant Volleyball Coach
Toney Neal *6	NTE \$2,000.00	Stewarts Creek High	School Funds-Variou	Bus Driver
Andrea Jones	NTE \$2,000.00	Blackman High	School Funds-Wrestling	Girls Wrestling Coach
Iva Sumner Guse *4	NTE \$500.00	Central Magnet	School Funds-HS Cross Country	Assistant HS Cross Country Coach-Total approved will be \$2,500
Eric Pangborn	NTE \$1,300.00	Oakland High	School Funds-Tennis	Assistant Tennis Coach
Madison Schrock	NTE \$1,500.00	Oakland High	School Funds-Girls Soccer + Girls Soccer SSG	Assistant Girls Soccer Coach
Kyle Tate	NTE \$1,000.00	Oakland High	School Funds-Wrestling	Assistant Wrestling Coach
Dakota Crane	NTE \$1,000.00	Rockvale High	School Funds-Football	Assistant Football Coach
Morgan Davis	NTE \$1,000.00	Rockvale High	School Funs-Volleyball	Assistant Volleyball Coach
William Holliday	NTE \$1,000.00	Rockvale High	School Funds-Football	Assistant Football Coach
Morgan Knoblett	NTE \$1,000.00	Rockvale High	School Funds-Volleyball	Assistant Volleyball Coach
Lance Pawloski	NTE \$1,000.00	Rockvale High	School Funds-Football	Assistant Football Coach
Mya Haynes	NTE \$1,000.00	Stewarts Creek High	School Fund-Half Timers	Choreography
Abby Hutchins	NTE \$1,200.00	Stewarts Creek High	School Funds-Dance Team	Choreography for National Championship

Rayshawn Frazier *2	Hourly	Blackman High	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Julie Glass *2	Hourly	Blackman Middle	School Funds-Track Account	Work Track Meets
John Nicosia *2	Hourly	Stewarts Creek High	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year

** Unless listed as an hourly rate

1. Approved previously for an amount \$500 or greater
2. Not less than regular hourly rate – or overtime rate if working over 40 hours during the week
3. Anticipate amounts over \$500 this school year
4. Amend prior approval
5. Less than \$500 but part of event total
6. Pending approval by Transportation Dept.

G. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2019-2020 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Emma McClung	Stewarts Creek High School	Baseball
Maddox Vondohlen	Smyrna Middle School	Softball
Mark Meshotto	Blackman High School	Trap
Teresa Reed	Blackman High School	Archery
Haley Randolph	Rocky Fork Middle School	Softball
Haneef Sharif	Rockvale Middle School	Baseball

Motion made by Mr. Jordan, seconded by Mrs. Moore, to approve the consent agenda items as presented.

Vote: All Yes

6. VISITORS – No visitors.

7. SPOTLIGHT

Smyrna West Alternative School Presentation

Judy Sides, Principal of Smyrna West Alternative School (SWA), presented to the Board highlights from the School's programming. SWA currently hosts 105 students from around Rutherford County. While at SWA, students earn points in classes when they are successful. When the students earn an adequate number of points, they graduate from SWA and return to their home school. SWA students have opportunities to explore new interests and engage with their communities by, among other things, reading to elementary school students and learning to play chess. The reading program at SWA has been particularly successful with many students reporting that they enjoyed reading for the first time with help from the SWA staff. Ms. Sides ended her presentation by reading two letters –one from a current student and one from a successful alum of the program.

8. NFHS NETWORK PROPOSAL

Rockvale High School, Riverdale High School, Central Magnet School, Eagleville School, Siegel High School and Stewarts Creek High School would like to enter into a No Cost Special Agreement to broadcast certain sports games on the NFHS Network, powered by PlayOn! Sports using a Pixellot camera system. Use of the equipment and support is at no cost to the schools. This contract is for five years. At the fourth year of the agreement, the schools will receive 10% revenue sharing attributed to the school's content. If the school pays a one-time \$1,000 fee at the beginning of the contract, schools will receive a 10% revenue share beginning in the first year.

Motion made by Mr. Jordan, seconded by Mr. Young, to approve the NFHS Networks Proposal as presented.

Vote: All Yes

9. STEWARTS CREEK HIGH SCHOOL HITTING FACILITY BOOSTER CLUB APPROVAL

Stewarts Creek High School's Baseball and Softball teams have completed the necessary steps to form a booster club with the purpose of raising funds to construct a new hitting facility for both teams. They are requesting formal Board approval to begin fundraising and planning for the project as an officially recognized booster club.

Motion made by Mr. Hodge, seconded by Mrs. Johnson, to approve the Stewarts Creek High School Baseball/Softball Booster Club as a recognized Rutherford County School's booster club.

Vote: All Yes

10. POLICY ADOPTION

The policy changes below are recommended for adoption by the Policy Committee:

1. Policy Changes

- a. Policy 1.703: School Attendance Zones and Exemptions**
Amended to create a renewal requirement for students granted zone exemptions for a program of study.
- b. Policy 1.806: Advertising and Distribution of Materials in the Schools**
Amended to allow the Board the option to limitedly approve certain commercial advertising.
- c. Policy 1.802: Section 504 and ADA Grievance Procedures**
Updated to reflect the full Section 504 and ADA grievance procedures and due process under the law.
- d. Policy 3.201: Safety**
Amended to reflect the legal requirement to provide school safety and security plans to law enforcement.
- e. Policy 3.500: Student Nutrition Management**
Amended to shorten the period of time in which an employee may charge for meals from a month to a week.
- f. Policy 3.600: Insurance Management**
Amended to add requirements for HIPAA procedures.
- g. Policy 4.100: Instructional Program**
Amended to incorporate non-discrimination language from the previous edition of 4.201. The language is required by law.
- h. Policy 4.201: Class Size Ratio**
Replaced previous Basic Program with legally required class size ratio language. The language previously in this policy is duplicative and located in other policies as confirmed by the TSBA.
- i. Policy 4.501: School Volunteers**
Added to give fundamental guidance to administrators and volunteers on the role of volunteers in schools.
- j. Policy 4.6041 Testing for Credit**
Amended to limit the language to ensure this tool is not too widely utilized, but still can be an option for high-performing students seeking to create room in their schedules later for dual enrollment and CTE courses.
- k. Policy 4.606: Graduation Activities**
Added in all recognitions as mandated by the State Board of Education.

- l. Policy 6.404: Acquired Immune Deficiency Syndrome**
Updated to include TSBA model language on infection control.
- m. Policy 6.300: Code of Conduct (Policy 6.313 Disciplinary Procedures)**
Amended to incorporate legally required references to trauma-informed disciplinary practices and align with TSBA model policy. Combined with previous Policy 6.313 Disciplinary Procedures to create one unified policy. Policy 6.313 will be deleted, if change to 6.300 is approved.
- n. Policy 6.309: Zero Tolerance Offenses**
Electronic Threats are removed due to the repeal of the applicable law requiring that language.
- o. Policy 6.402: Physical Examinations and Immunizations**
Amended to require physicals from students prior to conditioning or any other athletic team participation.
- p. Policy 6.600: Student Records**
Incorporated Policy 6.603 Use of Records to condense policies and align language to the TSBA model policy.
- q. Policy 6.603: Use of Records**
The TSBA recommended deletion of this policy because the terms are duplicative with Policy 6.600 Student Records.

2. Policies for Consideration

- a. Policy 4.211: Work-Based Learning Program**
Legally required policy mandating the creation of procedures for review of Work-Based Learning in the District.
- b. Policy 4.604: Credit for Prior Courses**
Adopts TSBA model policy to create guidance for courses in which a student transfers in but did not receive high school credit. Replaces 4.604 to align with TSBA policy.
- c. Policy 5.602: Staff Time Schedule**
Adopted to reflect required labor matters already adopted as procedure.

Motion made by Mrs. Moore, seconded by Mr. Hodge, to approve the above changes as recommended by the Policy Committee on first reading.

Vote: All Yes

11. JOB DESCRIPTIONS - FOR INFORMATION ONLY

The following new Job Descriptions were provided for information only.

- 1. Professional Development Specialist (260 Days)**
- 2. Federal Programs Specialist (260 Days)**
- 3. Federal Programs Specialist (260 Days)**

12. FACILITIES USE APPROVED FOR EXEMPTION

Pursuant to Board Policy 3.206 public education schools and institutions, post-secondary education institutions, private universities and colleges, governmental entities or agencies that provide benefits to the Rutherford County School System or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny based upon the details of the specific request.

NONE LISTED AT PRESENT TIME

Note: Facility use for 01/16/20 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00) if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. All approvals are for no more than a 1-year period.

13. FACILITIES

LaVergne High School

LaVergne High School principal Dirk Ash has requested permission to renovate the LHS letters on the hill in front of the school. Engineering and Construction has reviewed the request and finds the letters in disrepair. Mr. Ash has contacted MTSU CIM department and found local contractors to work with the school at a discounted rate. Cost not to exceed \$13,000.00

Motion made by Mrs. Sharp, seconded by Mr. Young, to approve LHS request to replace the letters on the hill in front of the school, not to exceed \$13,000.00.

Vote: All Yes

14. FINANCIAL MATTERS

1. BUDGET AMENDMENT FOR ADDITIONAL CLERICAL POSITION FOR ATTENDANCE OFFICE

Budget amendment for half a fiscal year salary and benefits of one additional clerical position in the school attendance office to be funded from realized mixed drink tax revenue over original budget amounts. This position is the first new clerical position for the attendance office in over a decade and is greatly needed due to increased work load in this department, as well as a need to have time to train new staff as the current staff retires.

Motion made by Mr. Young, seconded by Mrs. Johnson, to approve the budget for one FTE clerk in the school attendance department for the remainder of FY 19-20 as presented.

Vote: All Yes

2. BUDGET AMENDMENT FOR ADDITIONAL EXPENDITURES OF THE CCEIS (COMPREHENSIVE COORDINATED EARLY INTERVENTION SERVICES)

Budget amendment for additional software and training expenditures and to true up payroll budget line item expenditures (no additional positions) for the CEIS federal mandate. Funding to come from a reserve set up earlier in the fiscal year in the general-purpose school fund balance from a previously approved transfer of federal funds.

Motion made by Mr. Jordan, seconded by Mr. Hodge, to approve the budget amendment for the CCEIS federal mandate as presented

Vote: All Yes

15. INSURANCE UPDATE – The next Insurance Committee is Thursday, January 23, 2020.

16. DIRECTOR’S UPDATE

Director Spurlock informed the Board that the Commission is looking and has asked us to look at ways for additional revenue streams. Mr. Bodary and Mr. Spurlock attended an IDB meeting and stated we are requesting a pilot program “Payment in lieu of taxes”. This lets the IDB bring industry in to abate the property tax. The portions of local school property tax, we are requesting the industry pay County Government our portion which will be allocated to us. I have spoken to commissioners and some are on board with this. We believe we have a good opportunity. Mr. Spurlock thanked IDB for allowing us to attend their meeting. He also mentioned that Williamson County has this in place currently. Last year they received \$828,331.00 and Hamilton County received \$8,274,608.00. Mr. Bodary stated that looking at his estimation if this pilot passed, we could acquire up to six million dollars. On the conservative side it could possibly be 3-4 million.

Mr. Spurlock and Mr. Bodary will attend a meeting on January 29, 2020 where this will be discussed more.

17. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

Mrs. Johnson, TLN representative, reported that the legislature reconvened this week. Governor Lee added several additional people to the administration, three noted all voucher friendly. She had the opportunity to meet with some of our

legislators recently and was very appreciative of them taking the time to meet with us. She talked to a couple of offices outside of those meeting and is encouraged by the response.

18. FEDERAL RELATIONS NETWORK (FRN) UPDATE

Mrs. Sharp, FRN representative, reported to the Board that she felt like legislative meetings were very informative. She is currently planning to attend meetings in DC on February 2-5 to discuss IDEA, Teacher Recruitment and Retainment as well as Safe Schools. She is booking appointments with federal level representatives and will have more information in the near future.

There being no further business, the meeting adjourned at 5:25 P.M.

Jim Estes, Board Chairman

Date

Bill C. Spurlock, Director of Schools

Date

There was an Executive Session immediately following adjournment of the Board Meeting.

FACILITIES USE

January 30, 2020

Barfield Elementary	Savannah Ridge HOA, annual meeting, 1/21/20 6-9pm, cafeteria, \$54
Blackman Elementary	Living Water Church, church worship services, 1/30/20-1/30/21 Sundays 8am-12pm, 1 classroom & cafeteria, \$87/wk
Central Magnet	Saint Thomas Health; Medical Mission; 4/16/20-4/20/20 7:30-11am; classrooms, gym, and outside grounds; no fee
LaVergne High	River of Life Church, church services, 3/15/20 or 4/5/20-1/31/21 Sundays 7:15am-2pm, 4 classrooms and auditorium, \$345/wk
LaVergne Middle	Magical Crowns Pageantry, benefit pageant, 2/22/20 8am-7pm, 1 classroom & auditorium, \$300
McFadden School	Middle TN Tigers, basketball practices, 2/2/20-4/29/20 Sun & Wed 5-6:30pm, gym, \$18/hr
Rock Springs Elementary	Girl Scouts Service Unit 154, powder puff derby race, 3/28/20 8am-2pm, outside or gym, *no fee if receive IKA
Rock Springs Middle	Tennessee Valley Quilters' Association, TVQA Assembly Day, 7/17/20-7/18/20 8:30am-5:30pm Saturday & 5 hours on Friday, Sat: auditorium & gym Fri: cafeteria, \$660
Rocky Fork Middle	Vanderbilt University, coding camp, 6/15/20-6/19/20 M-F, 2 classrooms, \$150
Siegel High	CPS Soccer Academy, youth soccer training, 1/30/20-12/21/20 Mondays 6:30-8pm, gym, \$18/hr
Siegel High	Mid TN Thunder Baseball, youth baseball practice, 1/30/20-7/30/20 1-2 days/wk, softball/baseball field, \$18/hr
Siegel High	AAU Team Tennessee Wrestling -Stars Wrestling Club, AAU wrestling tournament, 1/19/20 10:30 am-7:30 pm, gym, \$290
Stewarts Creek Middle	Middle TN Volleyball, practices, 1/30/20-4/30/20 T/Th 6-8pm, gym, \$18/hr
Stewartsboro Elementary	Silver Springs Missionary Baptist Church, youth and young adult

basketball tournament, 4/25/20 9am- 4pm, gym, \$290

Note: Facility use for 1/30/20 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. **All approvals are for no more than a 1-year period.**

MEMORANDUM

DATE: January 21, 2020
TO: Bill C. Spurlock
FROM: Sara R. Page
RE: Transfer Student Under Discipline

The Board has been requested to admit a transfer student under discipline from another school system. The student was previously in an alternative school in Maury County.

The student was placed in alternative school for vape pen possession.

According to Policy 6.318, the Board must approve all admissions when a student transfers from another school system while under suspension or expulsion. I recommend that the student be admitted and placed in alternative school.

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Zones and Exemptions	Descriptor Code: 1.703	Issued Date: 08/15/13
		Rescinds: 1.703	Issued: 01/15/09

I. Residence

The legal residence of the student must be in Rutherford County. Legal residence is defined as the primary domicile of the student's custodial parent(s) or legal guardians. A copy of the court document establishing guardianship or legal custody shall be filed with the school. The custodial parent or legal guardian of each student shall be required to submit proof (i.e. telephone bills, electric bills, property tax receipts, etc.) that they reside in Rutherford County. The residence of those students deemed to be "homeless" and/or illegal aliens will be determined in accordance with federal law.

II. Attendance Areas

Student assignment shall be based on attendance transportation zones as adopted by the Rutherford County Board of Education. The student shall attend the school located in the school zone of the student's legal residence. The Rutherford County Board of Education will provide transportation within an attendance transportation zone.

III. Transfers

The principal of any school accepting a student by transfer from another school by reason of the family changing place of residence within a semester, must be satisfied the family is actually residing within the area served by the school before enrolling the student.

Students who move out of their transportation/attendance zone, are to attend the school zone of their new legal residence.

IV. Zone Exemptions

A. Regardless of the reasons for requesting a transfer, approval cannot be recommended to a school where classes and facilities are overcrowded. Exemptions will be denied if the requested school does not have available room or teaching capacity.

B. From February 1 through April 15 of each school year, parents/guardians may request that his/her child attend a school within the system other than the one which the child is zoned. After this, the designated period zone exemptions may be considered by the Director on a case by case basis. In reaching a decision for exemption, the Director of Schools or his/her designee may consider:

1. Requests by parents/students.
2. Factors listed in Tennessee Code Annotated 49-6-3103.
3. Recommendations of the principals, counselors and/or teachers of each affected school.

C. The parent or legal guardian shall provide supporting documentation such as:

1. M-team recommendations;
2. Medical recommendations;
3. Judicial recommendations;
4. Police reports;
5. Contracts, leases on houses or apartments.

D. No one is authorized to grant an exemption to applicable school zone lines other than those specified in this policy.

E. If an attendance zone exemption is granted, transportation must be provided by the custodial parents or legal guardian to the school outside the attendance transportation zone. Bus transportation will not be provided to or from the out-of-zone school.

F. This policy does not in any way prohibit an M-team, the childcare development advisory committee, or the disciplinary hearing committee from making program recommendations for students at any time during the school year.

G. Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be subject to suspension.

H. School personnel who knowingly allow or encourage a student to violate the school zone line without an exemption having previously been granted shall be disciplined.

I. If a student is granted a zone exemption, the student will be permitted to continue to attend the new school in subsequent years based upon the exemption **unless the exemption is granted for a student to participate in a program of study. If the exemption was based on a particular program of study, the student must resubmit a zone exemption annually.** ~~It is not necessary that a zone exemption be applied for annually.~~ However, Any zone exemption granted may be reviewed at any time by the Director of Schools, school principal(s) or any other administrator. A granted zone exemption is subject to revocation upon the recommendation of the principal(s) of the school. Factors to be considered in revoking a zone exemption include, but are not limited to, disciplinary matters, transportation, overcrowding, student attendance, academic progress and/or any other circumstance affecting the good order and discipline of the school.

J. After a student has enrolled in one school, he **or she** will not be permitted to transfer to another, unless there is a change in residence of the student's custodial parents or legal

guardian to a location outside the area in which the student first enrolled. Any deviation from this must be brought before the Director of Schools or his/her designee.

K. No transfer will be considered when a student is under disciplinary action from a previous school, unless both principals agree to the change.

L. A pupil shall be expected to report to the new school on the next regular school day after the date of issuance of the transfer, unless another date is specified.

M. Students transferring from another school system may enroll on a temporary basis awaiting the arrival of records requested from the former school.

N. The Director of Schools may release a Rutherford County student to attend school in another school system during a period of two weeks prior to the opening of school or during the school year. Transportation and/or tuition, if applicable, will be the responsibility of the parent or legal guardian.

O. Holloway High, Homer Pittard Campus School, magnet schools and/or other programs, as well as alternative schools are not zoned schools; therefore, zone exemption applications are not accepted for transfers to these schools.

V. Zone Exemption Procedure

A. The specific procedures will be developed and approved by the Director of Schools.

B. Regardless of the reasons for requesting a transfer, approval cannot be recommended to a school where classes and facilities are overcrowded.

C. The Director of Schools or his/her designee reviews the recommendations of the principals, the reasons for the transfer request and any supporting documentation, if provided, then approves or denies the request.

D. If an attendance zone exemption is granted, transportation must be provided by the custodial parents or legal guardians to the school outside the attendance transportation zone. Bus transportation will not be provided to or from the out-of-zone school.

VI. Appeals from the Denial of a Request for Zone Exemption

A. Appeals to the Director of Schools

1. Within ten (10) days from the date the denial of a zone exemption application is mailed to the child's parent or legal guardian, the parent or legal guardian may notify the Director of Schools of his or her desire to appeal the denial. This notification must state the specific reasons why the applicant contends that the child should not attend the school assigned and the specific reasons why the child should be assigned to the different requested school in the notice

2. Upon timely receipt of the application for appeal, the Director of Schools shall review the entire record and shall, without a hearing, render a decision in writing on the appeal. Notice of the Director of Schools decision shall be mailed to the parent or legal guardian within ten (10) days from the date of the Director of Schools decision.

B. Appeals to the Board

1. Within ten (10) days from the date the Director of Schools order denying the appeal is mailed to the parent or legal guardian, the parent or legal guardian may make application to the Board for a hearing as to the reasonableness of the assignment and as to the parent's request for a transfer. The application for appeal must be in writing and shall state the specific reasons why the applicant contends that the child should not attend the school assigned and the specific reasons why the child should be assigned to the different school named in the application.
2. Upon receipt of such application for hearing, the Board shall set a date for the hearing of the appeal and such hearing shall be held within a reasonable time after receipt of the written application for the hearing. Written notice of the date and place of the hearing shall be given by the Board or its secretary to the parent, legal guardian or legal custodian of such child by mailing a notice of hearing to said party, by certified return receipt mail, at his/her last known address at least ten (10) days before the date of the hearing. The applicant shall be entitled to appear in his/her own behalf or be represented by counsel upon the hearing of such protest.
3. The procedures governing the appeal, including, inter alia, the evidence to be admitted, the obtaining of subpoenas and witnesses, the use of counsel and the burden of proof shall be governed by Tennessee Code Annotated section 49-6-3203.
4. As provided by Tennessee Code Annotated section 49-6-3204, the Board of Education shall designate one (1) or more competent examiners to conduct any such hearings, to take testimony, and to make a report of the hearings to the entire Board for its determination. Before the Board shall enter a final order in such cases, the members thereof shall personally consider the entire record and the Board shall make its decision on the basis thereof.
5. Within a reasonable time after the completion of the hearing, the Board shall enter the written order either granting or denying the protest. A copy of the order and the findings of the Board shall be mailed by the Board or its secretary to all

parties appearing at the hearing, by certified return receipt mail, at their last known mailing address within five (5) days from the date of such order.

C. Child Shall Remain at Assigned School During Pendency of Appeal

During the time an appeal is pending, either to the Director of Schools or to the Board, the child requesting a transfer must remain at his or her assigned school.

VII. Private Schools

A. Students transferring into a Rutherford County school from a private school should do so at the beginning of the fall or spring semester or immediately thereafter.

B. Students entering a Rutherford County school from a non-approved private school shall be subject to the provisions of the Rules, Regulations and Minimum Standards of the Tennessee State Board of Education.

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date: 11/20/14
		Rescinds: 1.806	Issued: 01/15/09

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational and other similar civic groups may advertise event pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;
4. The principal shall screen all materials prior to distribution to ensure their appropriateness. The principal may prohibit materials that:
 - a. would likely to cause substantial disruption of the operation of the school;
 - b. violate the rights of others;
 - c. are obscene, lewd or sexually explicit; or
 - d. students would reasonably believe to be sponsored or endorsed by the school.
5. The school may, upon approval of the Director of Schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day; and
8. The Board may approve the use of school logos and names by private entities in limited circumstances as a method of fundraising.
9. School publications may accept and publish paid advertising under procedures established by the Director of Schools.
10. Schools may sell advertisements in the form of ads and/or signs as fundraisers for specific school programs and/or interscholastic athletics.

Cross References

Board-Community Relations 1.500

Vendor Relations 2.809

Staff-Community Relations 5.606

Student Publications 6.704

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date:
		Rescinds: 1.802	Issued: 01/15/09

The Board is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Title II of the Americans with Disabilities Act of 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.²

COORDINATOR³

The Board shall designate at least one (1) employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE⁴

The Board shall make available the name, office address, and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks, and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE⁵

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability, as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The Director of Schools/designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion, may grant a continuance of
3 the hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must
6 inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least
7 seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the
8 coordinator's request.

9 *Pre-Hearing Conference*

10 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
11 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing
12 Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the
13 parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via
14 telephone or in person depending on the hearing officer's decision based on the convenience to both
15 parties.

16 *Dismissals*

17 If, after the Pre-Hearing Conference, the hearing officer finds that the parent/guardian, as a matter of
18 law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a
19 Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining
20 the basis for such finding.

21 *Hearing*

22 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
23 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably
24 limit testimony and introduction of exhibits for reasons or relevance.

25 *Recording*

26 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will
27 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
28 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
29 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the
30 hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript
31 of the hearing to be offered to the court as an exhibit.

32 *Witnesses*

33 Witnesses will present their information in narrative form, without the traditional question and answer
34 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may
35 request that the hearing officer, at his/her discretion, ask a witness a certain question.

1 *Format of Presentation*

2 Each side will have an equal amount of time to present their positions as determined by the hearing
3 officer. The parent/guardian will present his/her case first by making an opening statement outlining
4 the issues, calling witnesses, and making a closing argument. The school system will present its side
5 next.

6 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
7 side may present personally or through their representatives.

8 *Submission of Exhibits*

9 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
10 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
11 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
12 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
13 review as well as the number of witnesses and the length and/or scope of their presentations or
14 statements.

15 *Closing Arguments*

16 The hearing officer may allow or request written closing arguments summarizing and characterizing
17 the information presented at the hearing.

18 *Decision*

19 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
20 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
21 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or
22 claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision
23 will be deemed to have been denied. The decision must be issued within forty-five (45) days after the
24 date the Request for a Due Process Hearing is received by the district. The hearing officer may not
25 award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

26 *Review Procedure/Appeal*

27 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
28 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36

Cross References

School Board Meetings 1.400
Visitors to the Schools 1.501
Reporting Student Progress 4.601
Graduation Activities 4.606
Equal Opportunity Employment 5.104
Personnel Health Examinations/Communicable Diseases 5.400
Acquired Immune Deficiency Syndrome 5.401
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Acquired Immune Deficiency Syndrome 6.404

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: Click here to enter a date.
		Rescinds: 7-28/Contract Art. 17	Issued: 01/15/09

1 The principal of each school shall develop procedures for keeping school facilities safe and free from
2 hazards.¹

3 All employees shall report current and potential hazards to their immediate supervisor(s).

4 Each principal is responsible for seeing that safety is a part of the instructional program of the school as
5 required by law.

6 The safety program shall include:

- 7 1. Fire prevention;
- 8 2. Accident prevention;
- 9 3. Warning systems;
- 10 4. Emergency drills;
- 11 5. Emergency closings;
- 12 6. Traffic safety;
- 13 7. Traffic and parking controls;
- 14 8. Safety inspections;
- 15 9. First aid; and
- 16 10. Disaster preparation.

17 Only students assigned to the school, the staff of the school, parent(s)/guardian(s) of students, and other
18 persons with lawful and valid business shall enter onto the grounds or into the buildings of a school
19 during the hours of student instruction. All staff shall report all persons appearing to be improperly on
20 school premises to the principal.²

21 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in
22 order to maintain order or security. In addition, the Director of Schools/designee shall provide the local
23 law enforcement agency with all safety and security plans.³

Legal References

1. TCA 49-6-804(a)
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

Cross References

Visitors to the School 1.501
Emergency Preparedness Plan 3.202
Care of School Property 6.311

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Nutrition Management	Descriptor Code: 3.500	Issued Date: 06/09/16
		Rescinds: 3.500	Issued: 06/16/11

The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.¹

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

The sale of competitive foods must be in compliance with all local procedures, but at a minimum must be as stringent as the current state and federal regulations concerning competitive foods.³

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

FREE OR REDUCED PRICE MEALS

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the school nutrition department.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. All federal guidelines and mandates will be followed with regard to name disclosure.

1 **COMPETITIVE FOODS/VENDING MACHINES**

2 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
3 be as stringent as the current federal regulations concerning competitive food bids.

4 Vending machines in the schools will be controlled so that they will not offer competition to the school
5 lunch program or encourage poor eating habits. Machines will be serviced by the vending companies
6 with profits being run through the school books.

7 **SANITATION**

8 School Nutrition Managers shall be responsible for implementing regulations from the Department of
9 Health and assuring that school cafeterias meet acceptable standards of cleanliness at all times.
10 Inspections of food service facilities shall be conducted semi-annually in accordance with USDA
11 Guidelines. During the regular school day, authorized personnel will be allowed in the kitchen area.

12 **OFFER VS. SERVE**

13 An offer versus serve meal plan shall be available to all students. All grades may choose a minimum
14 three items at breakfast and lunch for a reimbursable meal.

15 **STUDENT CHARGE POLICY**

16 In the event a student does not have adequate funds on account or in hand at the point of sale they will
17 be allowed to charge their meal. There will be no limit to the amount of reimbursable meals provided.

18 No charges will be allowed for a la carte items.

19 ~~Employees will be allowed to charge meals not exceeding serving days in a month. All charges must~~
20 ~~be paid for at the end of the month. If charges are not paid during the month they are incurred the~~
21 ~~employee will no longer be permitted to charge.~~

22 Charge notifications will be sent home weekly from the school nutrition managers at their respective
23 schools. Alternative meal selection will not be offered. All students who have inadequate funds will
24 receive the regular reimbursable meal offered that day.

25 Any losses arising from uncollectible accounts and other claims, and related costs (i.e. bad checks, bad
26 debts, etc.) are unallowable. (Tennessee Internal Uniform Accounting Policy Manual-Section 8).

27 Every attempt to collect charges will be made by the school nutrition manager and principal.

28 **EMPLOYEE CHARGE POLICY**

29 **Employees will be allowed to charge lunch meals not exceeding serving days in a week. All charges**
30 **must be paid for at the end of the week. If charges are not paid during the week they are incurred the**
31 **employee will no longer be permitted to charge. The ability to charge shall be available for the months**
32 **of August through April. No employees can charge a meal during the month of May.**

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 02/09/17
		Rescinds:	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, Director of Schools and employees resulting from discharging their
5 duties;
- 6 3. Worker's compensation and/or other state equivalent; and
- 7 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 GROUP HEALTH

11 The Board may provide group health insurance for benefit eligible employees.¹ The Director of
12 Schools, after consultation with personnel, shall recommend carriers of insurance for programs in
13 which the board makes partial or full payments.

14 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
15 information.²

Legal References

1. TCA 49-2-209
2. 45 CFR § 164.306, 164.316

Cross References

Payroll Procedures 2.802

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Program	Descriptor Code: 4.100	Issued Date: Click here to enter a date.
		Rescinds: 4.100	Issued: 01/15/09

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

GOALS

The Board approves the following instructional goals for students:

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

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

School District Goals 1.700

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Basic Program	Descriptor Code: 4.201	Issued Date: 01/15/09
		Rescinds: 6-21	Issued:

~~The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status in its educational programs or activities.~~

~~Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.¹~~

~~The course of study in the schools shall include those subjects required by the Legislature and Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene, sanitation, music, drawing, black history and culture, physical education, character education and free enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and smoking of cigarettes and their effect upon the human system; history of Tennessee and its Constitution; history of the United States and its Constitution; displaying of the American flag; highway safety; and defensive driving.²~~

~~The Board reserves the right to add additional courses and to amend the content of prescribed courses as experience and the process of curriculum development indicate the desirability of such change.~~

~~A listing of courses offered for credit in grades 9-12 will be approved annually by the Board. Students may earn a minimum of 1/2 unit of credit in all subjects approved by the Rutherford County Board of Education and by the State Department of Education. Schools must seek approval from the local board to exceed the designated maximum number of units.~~

General¹

Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.

WAIVERS

26 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
27 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
28 class sizes do not exceed the maximum.

29 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
30 may grant a waiver from the maximum class sizes.

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Legal References:	Cross References:
1. 42 U.S.C. 12101; 34 CFR § 106.34	Student Goals 6.100
2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301	Complaints and Grievances 6.305
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Legal References	Cross References
1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)	Graduation Requirements 4.605
	Religious Content of Courses 4.804
	Student Goals 6.100
	Student Concerns, Complaints, and Grievances 6.305

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date:
		Rescinds:	Issued:

- 1 All volunteers must be approved by the principal and shall serve under the supervision and direction of
2 the professional personnel of the school to which they are assigned. Volunteers shall assist professional
3 personnel in the performance of their teaching and administrative responsibilities. They may not teach,
4 but they may reinforce skills taught by the professional staff.
- 5 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
6 conducting orientation programs and regular in-service training sessions.
- 7 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
8 in the performance of their duties.¹
- 9 The principal shall ensure that appropriate recognition of volunteer services is made annually.
- 10 The Director of Schools shall develop procedures to require the appropriate background checks for
11 volunteers.²

Legal References

1. TCA 29-20-310(e)
2. TCA 49-5-413

Cross References

Visitors to the School 1.501
Safety 3.201
Background Investigations 5.118

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing for Credit	Descriptor Code: 4.6041	Issued Date: 01/15/09
		Rescinds: 6-19	Issued:

Students who are enrolled in grades 9-12 may earn credit in U.S. Government and Civics (.5 credit) and Economics (.5 credit) through examination in lieu of attending a class. Any student seeking to earn credits other than in U.S. Government and Civics or Economics must make a written request to the Assistant Superintendent of Curriculum and Instruction and receive written permission. High school credit may not be given by examination in American History or any EOC course.² ~~and who have taken the equivalent of high school level courses in elementary grades may earn high school credit(s) for these courses may.~~ Students will earn credits toward graduation upon passing a comprehensive written examination.¹ The following standards should be followed:

1. A student must request permission to study for the course over the summer. No credit will be offered to a student who does not secure permission prior to end of the school year leading into the summer in which they intend to study.
2. A student must pass the comprehensive written examination (using a standardized currently adopted textbook produced test whenever possible) with a grade of 70 or above.
3. Examinations must provide evidence that the student has mastered all of the terminal objectives in the applicable curriculum framework(s) adopted by the State Board of Education.
4. The examination may be administered only once to each eligible student. The examination must be taken on the date scheduled by the District. Rescheduling of the examination for an individual student with a conflict shall only occur in extreme circumstances upon approval of the Director of Schools or his/her designee.

The Director of Schools shall develop procedures for:

1. Making application for credit;
2. Administering and scoring the examination; and
3. Recordkeeping to ensure that proper credit is given.

Legal References:

1. TRR/MS 0520-1-3-.06(2)
2. TCA 49-6-1202

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Activities	Descriptor Code: 4.606 Rescinds: 4.606	Issued Date: 02/09/17 Issued: 12/12/13
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Students who have met all graduation requirements on the day of graduation may participate in graduation ceremonies which are held at the end of the school year. Students who are within two (2) or fewer credits of meeting all requirements¹ and can complete the requirements during the summer may participate in graduation activities conducted at the end of the summer school session.

Students are expected to participate in all graduation activities, and graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.²

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.³

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week of the day of graduation.

The ceremony and all activities included shall not be religious in nature.⁴ The content of any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees, or board.

~~Principals shall ensure that students graduating with distinction and state honors are recognized at graduation.⁵ Additionally, principals shall ensure that high school students who voluntarily complete at least ten (10) hours of community service each semester are recognized during the graduation ceremony.⁶~~

The Director of Schools shall develop procedures to ensure that students are recognized at graduation ceremonies for the following achievements:⁵

- Honors;
- State Honors;
- State Distinction;
- District Distinction;
- Tri-Star Scholar;
- Students receiving a TN Seal of Biliteracy;
- Students voluntarily completing at least ten (10) hours of community service each semester the student is in attendance at a public high school;
- Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- Students graduating with a district-developed work ethic distinction.

Legal References

1. TCA 49-6-405(b)(2)
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. ~~TRR/MS 0520-01-03-.06(1)(c); State Board of Education Policy 2.103~~
6. State Board of Education Policy 2.103; TCA 49-6-6010

Cross References

Section 504 & ADA Grievance Procedures 1.802
Student Fees and Fines 6.709

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date:
		Rescinds: 5-26	Issued: 01/15/09

1 LIABILITY AND NON-DISCRIMINATION

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the sole basis of HIV
4 infection. To the extent practical with medical and educational needs, the student shall be subject to the
5 same rules for class assignment, privileges, and participation in any school-sponsored activities as all
6 other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.¹

9 ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY

10 If a student's parent(s)/guardian(s) choose to disclose the student's HIV status, all matters pertaining to
11 that student shall be directed by procedures initiated by the Director of Schools.

12 The Director of Schools shall be responsible for requesting medical records from the parent/guardian
13 and a statement from the student's physician regarding health status of the student reported to have
14 HIV/AIDS. In addition, the Director of Schools shall gather information regarding the student's
15 cumulative school record.

16 CONFIDENTIALITY

17 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
18 individual or group without the written consent of the parent/guardian. All medical information and
19 written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept
20 by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18),
21 access to this file shall be granted only to those persons who have the written consent of the infected
22 student's parent(s)/guardian(s).

23 Under no circumstances shall information identifying a student with AIDS be released to the public.^{2, 3}

24 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

25 In determining the educational placement of a student known to be infected with HIV, school authorities
26 shall follow established policies and procedures for students with disabilities. School authorities shall
27 reassess placement if there is a change in the student's need for accommodations or services.

28 HIV PREVENTION EDUCATION/CURRICULUM^{1,4}

The Director of Schools shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the district's HIV prevention education program.

The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parent(s)/guardian(s) shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Life Curriculum.

Students shall have access to voluntary and confidential counseling about matters related to HIV. Administrators shall maintain a list of counseling and testing resources for student use.

INFECTION CONTROL

The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for:

1. Well-maintained and easily accessible materials necessary to follow universal precautions; and
2. Designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure.

All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.⁴

The Director of Schools shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁴

Legal References

1. TRR/MS 0502-01-03-.08(2)(g)
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. State Board of Education Policy 5.300; Dept. of Labor OSHA Bloodborne Pathogens Standards 29 CFR 1910.1030(c)(1)(i)

Cross References

Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Homebound Instruction 4.206
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date:
		Rescinds: 6.313	Issued: 06/05/19

~~The director of schools shall be responsible for the overall implementation and supervision of the Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code.~~

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices, RTI²B, multi-teared system of supports, and behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

~~The Board delegates to the director of schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board's Code.~~

The principal of each school shall be responsible for implementation and administration in his or her school and shall apply the Code uniformly and fairly to each student at the school. ~~without partiality and discrimination.~~

~~A copy of the Code shall be posted at each school and school counselors shall be supplied copies for discussion with students.~~ The Code shall be referenced in all school handbooks. All teachers, administrative staff, and parents shall be provided or made aware of copies of the Code electronically or in print.¹

- ~~1. Teachers and administrators shall strive to create school environments favorable to the development of self-discipline and self-direction. The Board believes that acceptable behavior is essential to an effective school program.~~
- ~~2. The principal is responsible for establishing and maintaining effective discipline within the school. This authority shall extend to all activities of the school, including all games and public performance of athletic teams, trips, excursions, transportation to and from school, and other school activities and groups.~~
- ~~3. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning.~~

- ~~4. Pupils shall comply with all school rules and regulations of the school system. Failure to comply with such rules and regulations shall result in such punishment or suspension as may be prescribed by teacher or principal.~~
- ~~5. Students facing disciplinary action shall be (1) given oral or written notice of the charges against him/her, (2) if he/she denies them, an explanation of the evidence the authorities have, and (3) he/she has an opportunity to present his/her side of the story.~~
- ~~6. Principals have the right to expect cooperation of all teachers, and it is the duty of all teachers to assist in the discipline of the total school.~~

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.² These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:³

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports, and behavior intervention plans.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- ~~Non-defiant~~ Failure to do assignments or carry out directions

- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- **Victimization of any student** (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- ~~Any of the above-listed behaviors committed on a school bus or at a school bus stop~~

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options (not an exclusive listing)

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- ~~Assigning work details~~ **Community service**
- **Reteaching of expectations**
- **Restorative practices**
- **Behavior contract**
- **Mediation**
- **Mentoring**

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- School or class tardiness

- School or class truancy
- Using forged notes or excuses
- Disruptive classroom behavior
- Possession of a personal communication device (~~beeper, cellular phone, pagers~~) **when not authorized**, if not drug related
- ~~Use of tobacco, vaping, or nicotine in unauthorized areas~~
- **Victimization of any student** (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- ~~Any of the above listed behaviors committed on a school bus or at a school bus stop~~

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options **(not an exclusive listing)**

- Teacher/schedule change
- Mediation
- Modified probation
- Behavior modification **programs**
- Peer counseling
- Referral to outside agency
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- In-school suspension
- Out-of-school suspension
- Referral for RTI²B
- Revision
- **Reteaching of expectations**
- **Referral to Tier 2 behavioral supports**
- **Restorative practices**
- **Review and revision of a behavior plan**
- **Behavior contract**
- **Mentoring**
- **Community Service**

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others (including staff)
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Elopement from classroom/school building

Disciplinary Procedures

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable to the Board.
- The record of offense and disciplinary action shall be maintained by the principal.

Disciplinary Options (not an exclusive listing)

- In-school suspension
- Detention
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Social adjustment classes
- Transfer
- Referral to Tier 2 or 3 behavioral supports
- Restorative practices
- Review and revision of a behavior plan
- Behavior contract

- Mentoring
- Community Service
- Development of a safety plan

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.⁵

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- ~~Non-electronic~~ death threats (hit list)
- Extortion
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Sexual misconduct not resulting in a charge deemed a zero tolerance in Policy 6.309.
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
- Possession/use/sale/transfer of alcoholic beverages
- Possession/distribution of any drug paraphernalia
- Use/transfer of unauthorized substances
- **Victimization of any student** (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- ~~Any of the above listed behaviors committed on a school bus or at a school bus stop~~

Zero Tolerance Violations (further defined in Policy 6.309)

- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault
- Bomb threat
- Possession/use/transfer of dangerous weapons
- Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana)
- Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana)
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana)

- Vandalism of school property which results in the student being criminally charged with vandalism over \$500 pursuant to TCA § 39-14-408
- Sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure, rape or aggravated sexual battery
- ~~Electronic threat to cause bodily injury or death to another student or school employee.~~

Disciplinary Procedures

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.
- ~~Complete and accurate reports are submitted to the Director of Schools.~~
- ~~The student is given a hearing before the disciplinary hearing authority.~~

Disciplinary Options (not an exclusive listing)

- Other hearing authority or Board action which results in appropriate placement
- Long term out-of-school suspension
- Expulsion
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement
- **Zero Tolerance Violations:** Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court, unless the charge is one identified in Policy 6.309 as a zero-tolerance offense.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board Policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. Pay any activity fee;
 - b. Pay a library or other school fine; or
 - c. Make restitution for lost or damaged school property.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 10/31/18
		Rescinds: 6.309	Issued: 08/15/13

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school
4 buses, on school property, or while on school sponsored outings.¹

5 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
6 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily
7 injury or anything that in the manner of its use or intended use is capable of causing death or serious
8 bodily injury.²

9 Violators of this section shall be subject to suspension and/or expulsion from school.

10 *Firearms*³

11 In accordance with state law, any student who brings to school or is in unauthorized possession of a
12 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The
13 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
14 basis.⁴

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug, including any controlled
17 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
18 event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools
19 shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
22 results in bodily injury⁶ upon any teacher, principal, administrator, any other employee of the school,
23 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The
24 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
25 basis.⁴

VANDALISM OF SCHOOL PROPERTY OVER \$500

Any student who commits vandalism of school property which results in the student being criminally charged with vandalism over \$500 pursuant to TCA 39-14-408 shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁷

OTHER OFFENSES

Any student who makes bomb threats, commits sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure, rape or aggravated sexual battery, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁷

ELECTRONIC THREATS

~~In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴~~

NOTIFICATION

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

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921; 20 USCA § 7961(b)(3)
4. ~~TCA 49-6-4216(b-c); TCA 49-6-3401(g)~~
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-3401(a)
8. TCA 49-6-4209; TCA 39-17-1312

Cross References

Drug-Free Schools 6.307
Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 07/28/10
		Rescinds: 6.402	Issued: 01/15/09

PHYSICAL EXAMINATIONS

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record.¹ However, the enrollment of any student deemed to be homeless may not be denied or delayed because of the student's lack of a medical examination or immunization records.
2. Participation as a member of any athletic team or in any other strenuous physical activity program.²

A physical shall be required prior to any level of participation on athletic teams including, but not limited to, on- or off-season conditioning, practices, and/or games.

Cost of the examination shall be borne by the parent or guardian of the student and the exam must have been completed within one year prior to the enrollment or participation. These records shall be on file in the principal's office. ³

In general, the school district will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.⁴

IMMUNIZATIONS

No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health.^{1,5} It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.⁴

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.⁶ Furthermore, the enrollment of any student deemed homeless may not be denied or delayed because of the student's lack of a medical examination or immunization records.

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

A list of transfer students shall be kept at each school throughout the school year in order that their records can be monitored by the Department of Health.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
2. TRR/MS 0520-1-3-.08(2)(b)
3. TCA 49-6-5001(b)(1)
4. P.L. 107-110 Part F § 1061 (1)(D); (2)(B) & (4)(B)
4. P.L. 107-110 Part F § 1061 (1)(D); (2)(B) & (4)(B)
5. TCA 49-6-5001(a)
6. TCA 49-6-5001(b)(2)

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Records</h2>	Descriptor Code: 6.600 Rescinds: 6.600	Issued Date: Click here to enter a date. Issued: 06/05/14
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- 1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
- 2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student
- 3 through his/her school career.¹
- 4 The name used on the record of the student entering the school system must be the same as that shown
- 5 on the birth certificate unless evidence is presented that such name has been legally changed. If the parent
- 6 does not have or cannot obtain a birth certificate, then the name used on the records of such student shall
- 7 be as shown on documents which are acceptable as proof of date of birth.
- 8 The name used on the records of a student entering the system from another school must be the same as
- 9 that shown on records from the school previously attended unless evidence is presented that such name
- 10 has been legally changed as prescribed by law.
- 11 When a student transfers to another school within the system **or to a school outside of the system**, copies
- 12 of the student's records, including the student's disciplinary records, shall be sent to the transfer school.²
- 13 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³
- 14 ~~When a student transfers to a school outside the system, copies of the student's records, including the~~
- 15 ~~student's disciplinary records, shall be sent to the transfer school. 1 No student will be allowed to~~
- 16 ~~handle his own record and no record will be transferred until a request is made.~~
- 17 ~~If a school closes, records of those students who continue to be enrolled in the system will be~~
- 18 ~~transferred to the receiving school.~~
- 19 ~~When a student graduates, drops out, or is deceased, the record remains in the school last attended.~~
- 20 ~~Attendance records kept on each student become permanent property of the school system.~~
- 21 ~~Student records shall be confidential. Only authorized school officials may have access to student in-~~
- 22 ~~formation for legitimate educational purposes without the consent of the student or parent/guardian. 2~~
- 23 ~~A list of failures will be sent from the feeder school to the receiving school at the same time the~~
- 24 ~~cumulative records are sent for those students who passed.~~
- 25 **ACCESS TO STUDENT RECORDS**

1 Student records shall be confidential. Authorized school officials shall have access to and permit access
2 to student education records for legitimate educational purposes.⁴ A “legitimate educational interest” is
3 the official’s need to know information in order to:

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

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

- 10 1. To comply with a judicial order or lawfully issued subpoena. The school district will make a
11 reasonable effort to notify the student’s parent(s)/guardian(s) or the eligible student before
12 making a disclosure;⁵
- 13
- 14 2. If the disclosure is an item of directory information;⁶
- 15
- 16 3. To comply with the requirements of child abuse reports to the extent known by the school
17 officials including the name, address, and age of the student; the name and address of the
18 person responsible for the care of the student; and the facts requiring the report;⁷
- 19
- 20 4. When certain federal and state officials need information in order to audit or enforce legal
21 conditions related to federally-supported education programs in the school district;⁸
- 22
- 23 5. When the school district has entered into a contract or written agreement for an organization to
24 conduct scientific research on the system’s behalf to develop tests or improve instruction,
25 provided that the studies are conducted in a manner which will not permit the personal
26 identification of students and their parent(s)/guardian(s) by individuals other than
27 representatives of the organization, and the information will be destroyed when no longer
28 needed for the purpose for which the study was conducted;⁹
- 29
- 30 6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined
31 by the Internal Revenue Code;¹⁰
- 32
- 33 7. To accrediting organizations to carry out their accrediting functions;¹¹
- 34
- 35 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
36 Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records
37 transferred under this provision;¹²
- 38
- 39 9. To financial institutions or government agencies that provide or may provide financial aid to a
40 student in order to establish eligibility, to determine the amount of financial aid, to establish
41 conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
- 42

10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹⁴

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

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

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁷

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

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

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.¹⁸

The record will include at least:¹⁸

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

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

~~RELEASE OF CONFIDENTIAL INFORMATION AND CUMULATIVE RECORDS AND/OR STANDARDIZED TEST RESULTS~~

~~Results of all standardized tests will be posted in the student's cumulative record and a copy of all results will be retained in the office of the system testing coordinator.~~

~~Guidance counselors will interpret the results in a meaningful manner only to the students and/or their~~

~~parents. Results, or copies of a students test results are not to be released except for the educational or vocational guidance of a student, i.e., college entrance, scholarship application, or employment application.~~

~~Copies of a group's test results (class, school, or system wide) will not be released when accompanied by any identifying information such as name of teacher, or names of pupils.~~

~~Any release of information not covered by the above policy, will be upon approval of the director of school or his designee.~~

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.*
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Cross References

- School District Records 1.407
- Promotion and Retention 4.603
- Testing Programs 4.700
- Attendance 6.200
- Withdrawals 6.207
- Child Custody/Parental Access 6.209
- Bus Safety and Conduct 6.308
- Corporal Punishment 6.314
- Disciplinary Hearing Authority 6.317
- Admission of Suspended/Expelled Students 6.318
- AIDS 6.404

Rutherford County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Student Records Use of Records</h2>	Descriptor Code: 6.603 Rescinds: 5-44	Issued Date: 01/15/09 Issued:
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~~Authorized school officials will have access to and permit access to student education records for legitimate educational purposes.¹ A “legitimate educational interest” is the official’s need to know information in order to:~~

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

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

- ~~1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student’s parent(s) or the eligible student before making a disclosure;~~
- ~~2. If the disclosure is an item of directory information;~~
- ~~3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;²~~
- ~~4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;~~
- ~~5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system’s behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;³~~
- ~~6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;~~
- ~~7. To accrediting organizations to carry out their accrediting functions;~~

~~8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;⁴~~

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

~~10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness, of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.~~

~~11. To the Attorney General or his designee for official purposes related to the investigation or — prosecution of an act of domestic or international terrorism. An educational agency that, in — good faith, produces education records in accordance with an order issued under this Act — shall not be liable to any person for that production.⁵~~

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

- ~~1. A specification of the records to be released;~~
- ~~2. The reasons for the disclosure;~~
- ~~3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;~~
- ~~4. The signature of the parent(s) or eligible student;~~
- ~~5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.~~

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

~~The record will include at least:~~

- ~~1. The name of the person or agency that makes the request;~~
- ~~2. The interest the person or agency has in the information;~~
- ~~3. The date the person or agency makes the request; and~~
- ~~4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.~~

~~Legal References:~~

- ~~1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504~~
- ~~2. TCA 37-1-403~~
- ~~3. TRR/MS 0520-1-9-.14(7)(h)-(k)~~
- ~~4. TRR/MS 0520-1-3-.03(11)(e)~~
- ~~5. USA Patriot Act of 2001 § 507~~

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work-Based Learning Program	Descriptor Code: 4.211	Issued Date:
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.
- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.¹

Legal References

1. State Board of Education Policy 2.103(5)

Cross References

Insurance Management 3.600

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Credit for Prior Courses	Descriptor Code: 4.604	Issued Date:
		Rescinds: 4.604	Issued:

Students enrolled in grades nine (9) through twelve (12) who have taken the equivalent of a high school level course in middle school may earn high school credit for graduation, except in American History, under the following guidelines:¹

1. Students shall be given the same comprehensive examination for the course as required for students in grades nine (9) through twelve (12) who earn credit for graduation;
2. The examination shall provide evidence that a student has mastered all of the terminal objectives in the applicable curriculum framework adopted by the State Board of Education and shall be scored and graded on the same scale as for students who are enrolled in the course;
3. Students must have earned a grade of “B” or better in the course in order to qualify to take the examination; and
4. Students must score a “B” or better on the examination in order to receive credit toward high school graduation.

The Director of Schools shall develop procedures for:

1. Making application for credit;
2. Administering and scoring the examination; and
3. Record keeping to ensure that proper credit is given.

Legal References

1. TRR/MS 0520-01-03-.06(2); TCA 49-6-1202; State Board of Education Policy 2.102

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date:
		Rescinds:	Issued:

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
3 minutes¹ and will continue until professional responsibilities to the student and the school are completed.
4 Administrative meetings, curriculum development, student supervision, assigned duties, parent
5 conferences, group or individual planning, and extracurricular activities may require hours beyond the
6 stated minimum. Teachers shall be allotted an individual, duty-free planning period of two and one-half
7 (2 1/2) hours each week to provide time for planning, preparation for effective teaching, and attention to
8 major program improvement.² Work schedules for other employees will be defined by the Director of
9 Schools/designee, consistent with the Fair Labor Standards Act and provisions of this policy.

10 WORKWEEK DEFINED

11 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
12 secretaries, bus drivers, cafeteria, janitorial, and maintenance personnel, will conform to federal and state
13 regulations. The Director of Schools will ensure that job positions are classified as exempt or non-exempt
14 and that employees are made aware of such classifications. Supervisors will make every effort to avoid
15 circumstances which will require non-exempt employees to work more than forty (40) hours each week.
16 For purposes of compliance with the Fair Labor Standards Act, the workweek for school district
17 employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

18 OVERTIME AND COMPENSATORY TIME⁴

19 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work
20 overtime without the express approval of his/her supervisor. All overtime work shall be expressly
21 approved in writing by the Director of Schools/designee. All supervisory personnel shall monitor
22 overtime on a weekly basis and report such time to the Director of Schools/designee. Principals and
23 supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the
24 Fair Labor Standards Act are followed, and will ensure that all employees are compensated for any
25 overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt
26 employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets
27 of actual hours worked during the workweek will be signed by each employee and submitted to the
28 Director of Finance. The Director of Finance will review work records of employees on a regular basis
29 to make an assessment of overtime use.

30 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
31 of not less than one and one-half (1 1/2) hours for one (1) hour of overtime worked, if such compensatory
32 time (1) is pursuant to an agreement between the employer and employee reached before overtime work
33 is performed and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school district. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school district, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or compensatory time as provided for working more than forty (40) hours in a workweek.

This policy shall be included in the staff handbook; however, employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file and shall constitute the written agreement in this section.

ATTENDANCE EXPECTATIONS

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness, or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action, up to and including, dismissal.

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302(e)(2)
3. 29 CFR § 553.20—23
4. 29 CFR § 541.100—101, 200, 204, 300, 303

Cross References

School Day 1.801
Curriculum Development 4.200
Reporting Student Progress 4.601

Kittrell Elementary PTO Bylaws

Last updated: January 21, 2020

Article I – Name

The name of the organization shall be the Kittrell Elementary PTO.

Article II – Purpose

The Kittrell PTO is organized for the purpose of supporting the education of children at Kittrell Elementary by fostering relationships among the school, parents, and teachers.

Article III – Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Any member in good standing may vote at the meeting.

Section 2. Dues will be established by the Executive Board. A member must have paid his or her dues before the meeting begins to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, treasurer, and a co-president may be elected if needed. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Co-President.** The Co-President will share the duties of the President. The Executive Board will determine the exact duties of each.
- c. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence

or inability to serve. The vice president shall also oversee the committees of this organization.

- d. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- e. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 3. Nominations and Elections.

Elections will be held at the last meeting of the school year. The Principal shall select a candidate for each office and present the slate at a meeting held one month prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time bi-monthly, to be determined by the executive board.

Sections 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and e-mail.

Section 3. Annual Meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Quorum. The quorum shall be 5 members of the organization.

Section 5. Notification of Meetings. The secretary will notify the members of the meetings via email at least one week prior to the meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Sections 3. Meetings. Regular meetings shall be held monthly on the same day and at the same time each month, to be determined by the

board. Special meetings may be called by any two board members, with 24 hours notice.
Section 4. Quorum. The quorum shall be 3 members of the board.

Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 8. All finances will be run through Kittrell Elementary. The KPTO will not have a

separate bank account. The KPTO will use the school's EIN and tax-exempt status and will run as a part of Kittrell Elementary.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meet-ing, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two--thirds vote of those present, assuming a quorum.

Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax -exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transac-tion. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

a. Interested Person. Any director, principal officer, or member of a committee with governing board -delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or com-pensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
- "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty To Disclose. In connection with any actual or possi-ble conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board- delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

- i. An interested person may make a presentation at the gov-erning board or committee meeting,

but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and in order to maintain its federal tax exempt status it must engage primarily in activities which

accomplish one or more of its tax- exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax--exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
- b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's writ-ten policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable pur-poses, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.



R1 50.3125 Sq. Ft. Double Face Illuminated Monument Sign (Elevation)
SCALE: 3/8" = 1'-0"



P.O. Drawer 784
Lebanon, TN 37088-0784
Telephone 615-444-3898
Fax 615-444-3980
sales@wittsign.com
www.wittsigns.com

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Design Number: 090719

Sheet Number: 1 of 1

Issue Date: 9.07.2019

Customer: Christiana Middle School

Salesman: Ben Williams

Designer: Stockwell

Approved by: _____ Date: _____

Loaned to: _____ Date Loaned: _____

For Period of: _____ Date Returned: _____

Revisions: _____

Date: _____

Date: _____



P.O. Drawer 784
Lebanon, TN 37088-0784
Telephone 615-444-3898
Fax 615-444-3980
wittsign@wittsign.com

SIGNS
SUBSTITUTION,
Dr. Crystal Hastings

PHONE:
615-904-3885

DATE
9/26/19

Name
Christiana Middle School

Job Name
Christiana Middle School

STREET:
4675 Shelbyville Pike

STREET:
4675 Shelbyville Pike

CITY:
Christiana

CITY:
Christiana

STATE:
TN

STATE:
TN 37037

DESIGN NO:

DESIGN date:

We hereby submit specifications and estimates for: Electronic Message Center Sign Contract A
(A)

<u> X </u> 36 x 144 matrix, (5) lines, 20 mm/ 5.5 inches, Full Color, double faced twinpak Electronic Message Center Sign	\$20,784.00
<u> X </u> Crate & shipping	Included
<u> </u> Dell Dimension Entry Level PC w/ flat panel screen including Iris Graphics Software	N/A
<u> X </u> Graphics Software	Included
<u> </u> Fiber optic data cable	N/A
<u> </u> RF wireless modem	Included
<u> X </u> Cell Modem	Included
<u> X </u> Temp sensor	Included
<u> X </u> Up to 10 hours on site and / or over the phone software training	950.00
<u> </u> Installation, across poles, all labor, materials and equipment required	N/A
<u> </u> Installation, center pole, all labor, materials and equipment required	N/A
<u> X </u> Installation, between poles, all labor, materials and equipment required	<u>2,321.00</u>
(B)	\$24,055.00

 X The modular(s) will be fabricated with an aluminum extrusion cabinet and/or steel frame covered with aluminum and finished in enamel. The modular(s) will be install on customers existing brick columns.

Internal illumination will be provided by LED lighting energized by LED power source and will be manufactured to National Electric Code Specifications, Underwriters Laboratories criteria and will feature the UL label, complete with outside disconnect switch

The faces will be pan formed high impact Lexan (solar grade) with embossed copy and/or flat painted copy with all painting on the second surface(s).

Total price including installation

\$5,932.00

One (1) automatic electric photo cell (Industrial Grade)

198.00

 X Remove existing sign only and dispose of properly, including landfill tipping fees and environmental fees, Does not include removing poured concrete and brick above ground base

330.00

\$6,460.00

Total of A & B

\$30,515.00

Less Witt Sign Co., Inc. Special 5% School Discount

<-1,525.75>

\$28,989.25

Less Witt Sign Co., Inc. Special 5% Prepayment Discount

<-1,449.46>

Taxes Not Applicable

\$27,539.79

Rutherford County Schools

Application for Campus Construction Project

Before any request for construction of proposed buildings will be forwarded to the Rutherford County School Board, the following form must be filled out in full and submitted to the Rutherford County Schools Engineering and Construction Department with a letter from the School Principal, a site plan, floor plan and elevations (if applicable), a full estimate, and schedule.

1. School Name *Blackman HS*
2. Principal
3. Project Name *Corporant Enclosure*
4. Assistant Principal who is overseeing the project *Pedigo*
5. Does project support recreational sports, athletics or education? *No*
6. Does this project meet all gender equity criteria? *yes*
7. What department is this project being constructed for? (I.E. Baseball, softball, band, FFA, etc.)
Maintenance
8. What is the anticipated cost for this project (this should include all utility connection fees, building permits, inspection, and construction). Attach and submit a detailed estimate.
\$ 1500
9. What is the funding source and are funds currently available: (Grant, Booster Club, etc.) List all sources.
Paid for by Lead Custodian
10. If a grant or funded by a foundation/donor/ charitable organization, what is the foundations name?
Do construction plans meet criteria for funding? *NA*
11. If funded by a local financial institution, has the loan been approved and who is the guarantor for loan
NA
12. Do you have a site layout showing where this project will be constructed on campus? *yes*
See Attached
13. Has RCS Engineering & Construction reviewed project location? Are there any conflicts in utilities or easements? *yes, no*
14. Has MTEMC, CUD, MWSD or other local utilities been contacted for service connection if required?
not required.
15. Are plans drawn and stamped by Architect/ Engineer?
NA

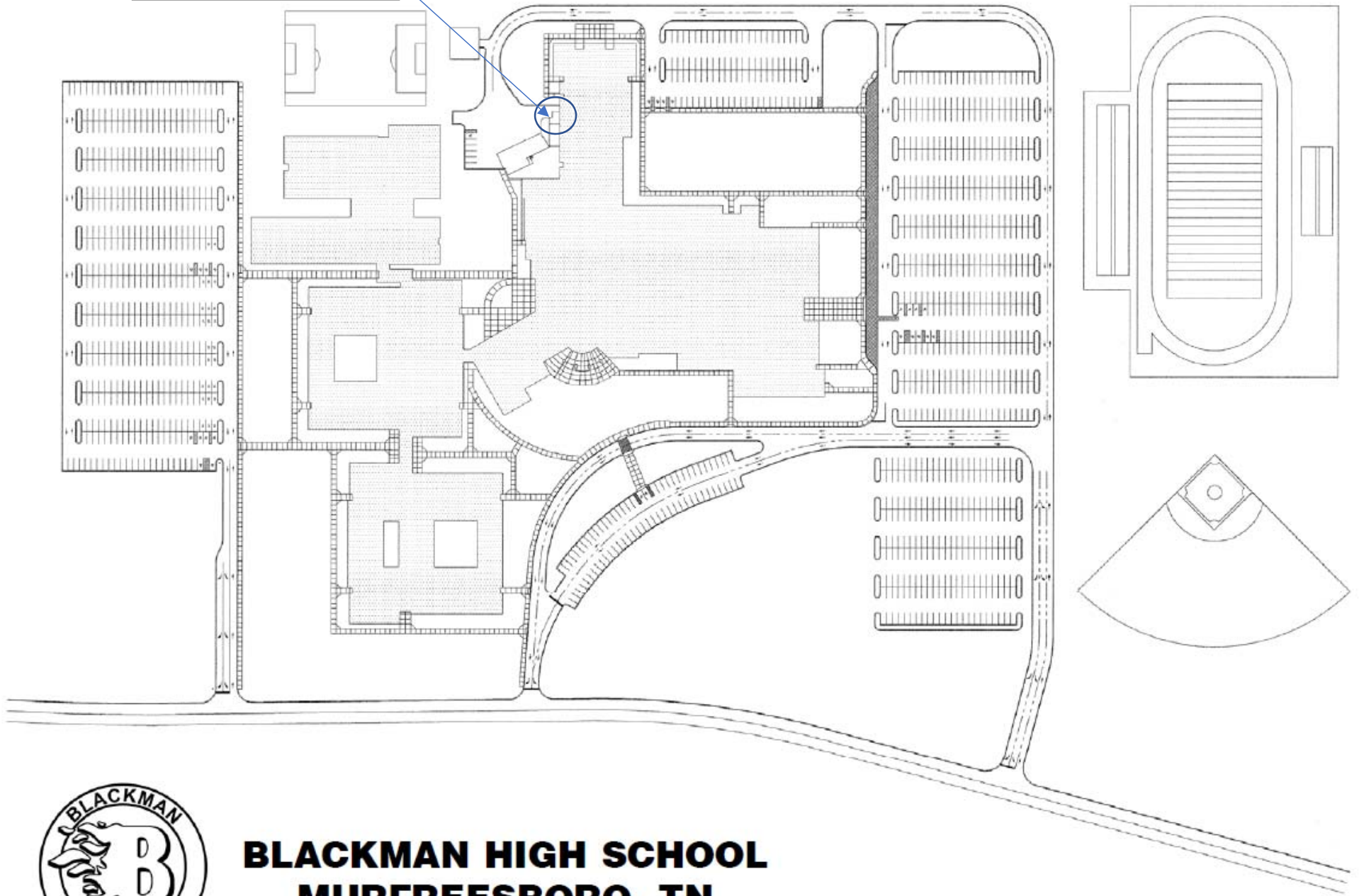
16. Have plans been submitted to Rutherford County Codes or Murfreesboro City Building Codes Offices for review and/or approval. (LaVergne City Codes, Smyrna City Codes, Murfreesboro City Codes) *NA*

17. What is your time line for completion of project? When will it start and when will it be completed? *2-3 weeks*

18. If stated that construction project is at no cost to school Board all cost should be included in project. This includes electrical, plumbing, and mechanical services. *pk*

19. Do you have a contractor for constructing/completing the project? What is the name of Contractor? If no, who will be overseeing the project from the community and who will be doing the work? *Lead Custodian is completing all work.*

Lead Maintenance Carport
on inhouse apartment



BLACKMAN HIGH SCHOOL
MURFREESBORO, TN