

**Committee
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Monica Carr

Wayne Blair

**Dr. Michael
McDonald**

**Dr. James
Sullivan**

Monika Ridley

Jeff Reed

SPECIAL CALLED POLICY COMMITTEE MEETING

AGENDA

5:00 p.m.

October 23, 2025

Claire Maxwell, Chairwoman

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

4. Introduction of New Committee Members

5. Public Comment

Public Comment Requests to address the Policy Committee must be provided in writing to the Director of Schools' Office no later than noon (12:00 p.m.) of the day of the meeting. Subject matter must be limited to items on the Policy Committee agenda. Time limit of any single presentation shall not exceed three (3) minutes.

6. Policy Changes

- a. **Policy 1.703 – School Attendance Zones and Exemptions**
Adds requirement of primary domicile to be in Rutherford County at the time of application.
- b. **Policy 3.206 – Community Use of School Facilities**
Adds language to allow deposits to secure school facilities.
- c. **Policy 4.601 – Reporting Student Progress**
Removes driver's license revocation to align with state law.
- d. **Policy 4.605 – Graduation Requirements**
Adds computer science credit starting with the 2024-2025 school year to align with state rules and regulations.
- e. **Policy 6.204 – Attendance of Non-Resident Students**
Adds language to exempt choice schools from early admission.
- f. **Policy 6.701 – Student Solicitations/Fundraising Activities**
Adds language for online fundraising.

7. Adjournment

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Zones and Exemptions	Descriptor Code: 1.703	Issued Date: 06/12/25
		Rescinds: 1.703	Issued: 12/15/22

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. Before February 1 of each school year, the district's instruction staff and principals will identify which schools that, based on the school's capacities per grade, class and program levels, have space available to serve additional students. In determining available space at the class level, the school district will use averages specified in TCA 49-1-104, building capacity, and other appropriate considerations.

B. The number of spaces available for enrollment in each school by grade, class, and program levels will be posted on the district's website at least fourteen (14) days before the beginning of the open enrollment period. A reasonable amount of enrollment spaces will be reserved to

1 accommodate the potential enrollment of students who may relocate within the respective school
2 zone, students who may have a sibling enrolled at the respective school, and students who may
3 have a parent who teaches at the respective school.
4

- 5 C. For a minimum of thirty (30) calendar days between December and April of each school year,
6 parents/guardians may request that his/her child attend a school within the system other than the
7 one which the child is zoned using the zone exemption application process, which will be posted
8 on the district's website.
9
- 10 D. The specific procedures will be developed and approved by the Director of Schools, and the
11 process will be overseen by the Director's designee. Procedures shall be posted on the district's
12 website www.rcschool.net.
13
- 14 E. At the end of the open enrollment period, the district will approve an application for transfer if
15 space is available for the student at the requested school. If the number of applications for transfer
16 to a school exceeds the number of spaces available for enrollment in the school at the building,
17 grade, class, or program level, the school district will conduct a lottery to select the students who
18 may transfer to the school.
19
- 20 F. The Director of Schools may consider administrative placement of students on a case-by-case
21 basis for extreme hardship situations.
- 22 G. No one is authorized to grant an exemption to applicable school zones other than those specified
23 in this policy.
- 24 H. If an attendance zone exemption is granted, transportation must be provided by the custodial
25 parents or legal guardian to the school outside the attendance transportation zone. Bus
26 transportation will not be provided to or from the out-of-zone school.
- 27 I. This policy does not in any way prohibit an M-team, the childcare development advisory
28 committee, or the disciplinary hearing committee from making program recommendations for
29 students at any time during the school year.
- 30 J. Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be reassigned
31 to their school of zone immediately.
- 32 K. School personnel who knowingly allow or encourage a student to violate the school zone line
33 without an exemption having previously been granted shall be disciplined.
- 34 L. If a student is granted a zone exemption, the student will be permitted to continue to attend the
35 new school in subsequent years based upon the exemption unless the exemption is granted for a
36 student to participate in a program of study. If the exemption was based on a particular program

of study, the student must remain in the program until completion. 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, student attendance, academic progress and/or any other circumstance affecting the good order and discipline of the school.

M. After a student has enrolled in one school, he or she will not be permitted to transfer to another outside the student's assigned zone during a given school year, 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.

N. Holloway High, Homer Pittard Campus School, magnet schools (Central Magnet School, McFadden School of Excellence, and Thurman Francis Arts Academy), and other Board-approved programs (Oakland High School IB and LaVergne Early College Program), as well as alternative schools are not zoned schools; therefore, zone exemption applications are not accepted for transfers to these schools/programs. The applicant's primary domicile must in in Rutherford County, Tennessee at the time of the application.

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 06/12/25
		Rescinds: 3.206	Issued: 09/18/19

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.^{1,2}

1. School facilities shall not be used for funeral, cremation, or burial purposes or services. Memorial services may be permitted for individuals who have particularly strong involvement with a school or the school system if approved in advance by the Director of Schools, and so long as the deceased is not brought onto school facility property.
2. Requests for the use of a school's facilities shall be made at the office of the principal at least thirty (30) days prior to the date of use.
3. Unless exempted from fees as provided in this policy or by state law, any group or entity desiring to use a school facility shall be required to pay the school system for the use of the facilities in accordance with a fee schedule adopted by the Board of Education. Schools may require that a nominal deposit be paid in order to secure the use of the facility.
4. Student clubs and activities of a Rutherford County school, a parent-teacher association of a Rutherford County school, organizations affiliated with a Rutherford County school, and governmental entities of Rutherford County shall be permitted use of school facilities without charge. Public schools of the State of Tennessee serving any grades between Kindergarten and Twelfth grade shall also be allowed to use school facilities without charge for activities associated with Rutherford County schools or if approved by the Director of Schools. Public education schools and institutions, post-secondary education institutions, private universities and colleges, and 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 as determined in the sole discretion of the Board based upon the details of the specific request.
5. Subject to the limitations provided in this section, non-profit entities with educational purposes ("Educational Organization") may enter into a Memorandum of Agreement with a school to provide in-kind services to a school with a value equal to or greater than the facilities use fee for the facilities sought in exchange for which the Educational Organization may be allowed the use of said facilities without charge for meetings or events involving students attending the school for which the use of facilities is sought. The terms and conditions of the Memorandum of Agreement must be approved by the Director of Schools or his/her designee and is further subject to availability of space and such terms and conditions as the Director may require. In

the event an Educational Organization meeting or event involves an expense to the school in excess of normal and routine utilities, the Director of Schools or his/her designee shall still require payment of those costs as a condition to allowing the use of facilities. In the event an Educational Organization does not provide the in-kind services agreed in the Memorandum of Agreement, the Educational Organization will be responsible for payment of the use of facilities fee for the facilities utilized. Notwithstanding the above, no athletic competition or practice utilizing gym or field facilities shall be eligible for use without payment of a fee under a Memorandum of Agreement due to the expense of maintaining such facilities after such uses.

6. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;³
7. All activities must be under adult supervision and approved by the building principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment.
8. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities indicated, unless requested changes are approved by the principal. Entry into other areas of the facility will be considered trespassing. The permission granted for each group may not be extended to other groups or individuals.
9. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times; Groups will be required to agree to consult with the Principal or designee about compliance with the existing school safety plan as a part of their use. The number of attendees may not exceed the number authorized and must comply with local fire codes.
10. The use of alcoholic beverages, weapons or explosives, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
11. During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense to make suitable facilities available without charge;
12. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of equipment;
13. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups.
14. The Director of Schools shall develop procedures and forms to effectively implement this policy. Use of school facilities by a group or entity which is not exempt from the use of facilities fee are subject to the following rules and requirements:

- A. A period of use not to exceed one calendar year may be allowed upon request and may be renewed at the discretion of the Board for additional terms of one year each up to a maximum of ten years.
- B. The entity or group must have an established organization within the county or the event must be hosted by an established organization within the county.
- C. A school custodian must be employed to perform custodian services and must be paid through the payroll system.
- D. Classroom use is not recommended, but if a classroom is used, it must be put in order before the group leaves or prior to the next scheduled use by the school.
- E. Any school equipment to be used must be specified and approved by the principal prior to its use. The principal shall satisfy himself that the person to use the equipment is familiar with it and properly instructed in its operation. Any and all damage to equipment shall be paid for by the group or entity using the facilities.

15. All use of facilities requests for non-school related activities must be accompanied by a certificate of insurance showing the Board of Education as additional insured with a minimum limit of \$2,000,000 liability insurance. A limit of \$1,000,000 may be allowed at the discretion of the Director of Schools for certain activities.

16. School facilities use by the Rutherford County Board of Education shall not be used for partisan political meetings.

Legal References

1. [TCA 49-50-201](#)
2. [TCA 49-2-203\(b\)\(4\)](#); [TCA 49-2-405](#)
3. [TCA 49-2-203\(b\)\(4\)\(B\)](#)

Cross References

Tobacco-Free Schools 1.803
Care of School Property 6.311

Additions:

Signs, banners, flags or other displays may not be erected on school property unless the permission of the Principal or Principal's Designee is obtained in advance and only if such displays do not deface, obstruct or damage school property.

An outside organization shall not restrict participation in an activity or event taking place on school property because of an individual's race, religion, creed, gender, national origin or disability.

All activities must be orderly and lawful, and must comply with all federal, state, and local laws and ordinances.

Parking is permitted only in designated areas.

The use of lighted athletic fields must end by 10:00 PM

Users of school buildings or grounds shall observe facility closures in the event of inclement weather unless authorized by the Director of Schools or designee.

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 08/07/25
		Rescinds: 4.601	Issued: 08/15/13

Student progress reports shall be provided at least once during each grading period during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.¹ The Director of Schools shall develop a reporting procedure that includes how parents can access this information online.¹

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

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

DRIVER'S LICENSE REVOCATION

~~Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the Department of Safety for driver's license revocation.~~

~~A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.~~

~~A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools or his/her designee shall also be mailed to the student's parent or guardian.³~~

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.⁴ The director of schools shall be responsible for scheduling and coordinating systemwide conferences.

Conferences shall be physically accessible to all students, parents and/or guardians.⁵

Legal References

1. [TRR/MS 0520-01-03-.03\(5\); TCA 49-6-901](#)
2. [Public Acts of 2025, Chapter No. 330](#)
3. [TCA 49-6-3017\(c\)](#)
4. [TCA 49-6-7002](#)
5. [28 CFR § 36.201](#)

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Staff Time Schedules 5.602
Attendance 6.200

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 08/07/25
		Rescinds: 4.605	Issued: 08/08/24

General

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school.

The program of studies shall include areas and content required by the State Board of Education and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

Before high school graduation, every student seeking an RCS diploma shall:¹

1. Achieve the RCS-required twenty-three units of credit;
 - a. Students who have been identified as homeless, migrant, foster, military, ESL or Special Education shall only be required to meet the minimum requirements for graduation established by the State Board of Education.
2. Beginning with the 2024-2025 cohort, students must earn at least one (1) credit of computer science in high school;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT in the 11th grade if enrolled in a Tennessee public school during their 11th grade year;² and
5. Pass a United States civics test.³

Students who have completed all graduation requirements will be awarded a regular diploma.

SPECIAL EDUCATION STUDENTS⁴

Special education students who earn the State-required twenty-two credit minimum shall be awarded a regular high school diploma.

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

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma⁵ but have:

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

3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:^{1,4}

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

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

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:⁴

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessments;
3. Earned twenty-two (22) credits prescribed by the State;
 - a. Beginning with the 2024-2025 cohort, students must earn at least one (1) credit of computer science in high school;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

STUDENT LOAD

All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the Director of Schools and then to the Board.⁶

EARLY GRADUATION⁷

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

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

1. Move on When Ready Program:
 - a. Earn the required seventeen (17) credits;

- b. Scores at the on-track or mastered level on each end-of-course assessment taken;
- c. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- d. Scores at minimum a twenty-five (25) on the mathematics and English portions of the ACT;
- e. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- f. Complete at least two (2) types of the following courses:
 - AP;
 - IB;
 - Dual enrollment; or
 - Dual credit.

2. A student who does not participate in the Move on When Ready program may still graduate earlier than the end of their senior year of high school, provided the student meets all of the graduation requirements set by Rutherford County Schools.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

Students who graduate early shall be allowed to participate in prom and graduation activities only. Participation in CTE programs such as FFA, HOSA, DECA, etc., and clubs shall be at the discretion of the Director of Schools for unique and exceptional circumstances only.

COURSE SUBSTITUTIONS⁸

Students may substitute graduation requirements for courses that have been approved by the State Board of Education.

The following list includes other allowable course substitutions:

1. Integrated Math III or Algebra II:
 - a. Dual-Enrollment College Algebra;
 - b. IB Mathematics: Applications & Interpretations I SL
2. Chemistry
 - a. Dual-Enrollment College Chemistry;
 - b. AP Chemistry
3. Physics
 - a. Dual-Enrollment College Physics;
 - b. AP Physics;
 - c. Cambridge Physics
4. Biology
 - a. Dual-Enrollment College Biology;
 - b. AP Biology
5. World History and Geography
 - a. Dual-Enrollment College World History or Geography;
 - b. AP Human Geography, AP European History or AP World History

Other college- level course with equivalent standards approved by the Board of Education.

- 1 The university or college transcript will be required to record the equivalent course for all dual-
- 2 enrollment and college level courses.
- 3 The Director of Schools or his/her designee shall be responsible for creating any necessary administrative
- 4 procedures to facilitate such substitutions.

Legal References

1. [TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\); State Board of Education Policy 2.103](#)
3. [TCA 49-6-408; State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005; State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06](#)
7. [TCA 49-6-8103; State Board of Education Policy 2.103](#)
8. [State Board of Education Policy 3.103](#)

Cross References

Class Size Ratios 4.201
Honor Roll, Awards, & Class Ranking 4.602

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 06/12/25
		Rescinds: 6.204	Issued: 02/24/25

Students residing outside Rutherford County shall not be permitted to attend Rutherford County Schools with the following exceptions:¹

1. Children of district employees employed by the Board of Education shall be permitted to attend, subject to specific conditions;
2. Out of District students enrolled in the Rutherford County Virtual School during the 2024-2025 school year can complete the program but new students from out of district will not be permitted to attend RCVS after the 2024-2025 school year;
3. If the student and his/her custodial parent/legal guardian move out of the county during the school year, the student may be permitted to remain in the Rutherford County School where s/he is enrolled through the remainder of that academic year, if recommended by the principal and approved by the Director of Schools;
4. If a student and his/her custodial parent are moving into Rutherford County during a semester and they request to enroll in a Rutherford County School prior to moving into Rutherford County, the Director of Schools/designee may approve such early admission if proof is submitted (lease, contract, deed, etc.) that the family will be residing in Rutherford County during the semester, **except for enrollment at choice schools**. If the family has not moved into Rutherford County by the end of the semester, the Director of Schools may terminate the agreement and the student shall enroll in school in his/her county of residence.

The children of employees of the Board of Education, that reside outside of Rutherford County, may attend Rutherford County schools, subject to the following conditions:¹

1. Employee requests will be considered based on available space at the requested school/zone. The child must attend the school at which the parent is employed.
2. The child must attend the school at which the parent is employed. If the child's grade level is not offered at the school at which the parent is employed, then the child may attend another school within the same zone as the parent's school of employment.
3. A non-resident employee desiring to enroll his/her child(ren) in the Rutherford County School system shall follow the zone exemption application process.²
4. Non-resident children of employees at magnet schools will not be permitted to attend the magnet school.

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5. If an exemption is granted for the child or children of a classified employee, the employee must reapply annually so their continued employment at the school/zone can be confirmed.
 6. The child(ren) of out-of-county classified employees will be ineligible to participate in athletic programs for one school year after the initial zone exemption is granted.

Legal References

1. [TCA 49-6-3003](#); [TCA 49-6-403\(f\)](#); [TCA 49-6-3113](#); [TCA 49-6-3103](#)
2. [TCA 49-6-3113](#); [TCA 49-6-3103](#)

Cross References

Revenues 2.400
Students from Military Families 6.506

Rutherford County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Solicitations/Fundraising Activities	Descriptor Code: 6.701	Issued Date: 12/15/22
		Rescinds: 6.701	Issued: 01/15/09

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities are permitted in the individual schools and each activity shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the public.
2. No fundraising activities will be conducted without the approval of the principal. Fundraising companies shall obtain permission in writing from principal to visit the school. No teacher or coach shall be contacted by salesmen during school hours, without prearrangement through the principal. Student organizations will not conduct fundraising campaigns without first the approval of the principal.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students, or paid into the activity fund of the school for use by the school, (including class rings). No school employee shall personally benefit from any fundraising activity.
4. All fundraising activities must be approved in writing by the principal. In granting approval for a fundraising activity, the principal shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill the board's required contributions. The authorization request shall contain the following information: ¹
 1. A list of the proposed fundraising activities;
 2. Purpose of the fundraising activity;
 3. Amount needed and proposed uses;
 4. Present balance of affected fund and/or accounts;
 5. Expected student involvement in fundraising activity (school-wide or individual class or club);
 6. Anticipated beginning and ending dates; and
 7. Margin of profit and how it is to be paid to the school.

- 1 5. Students involved will not be excused from a regular class for purposes of participating in
2 fundraising activities, without the express approval of the director of schools or his designee.
- 3 6. No quotas will be imposed on students involved and all student efforts shall be voluntary.
4 Students who chose not to participate will not be punished in any manner, such as additional
5 work assignments.
- 6 7. Students shall not receive positive or negative grade incentives for school fundraiser
7 participation.
- 8 8. The sale of supplies in the classroom as a fundraising project for student activities is prohibited.
9 This does not preclude the operation of a school store under the supervision of the principal or
10 the non-profit sale of supplies which are used by students in making articles that become the
11 individual's property.
- 12 9. Announcements over the school public address system and/or permission to post bulletins may
13 be approved by the principal if they announce a program or service for youth by a non-profit
14 local agency.
- 15 10. The principal will determine which materials may be distributed to students, except that materials
16 soliciting money or information may not be distributed without specific director of schools
17 approval.
- 18 11. Schools which schedule fundraising events such as walks, which occur during school hours, shall
19 waive any costs associated with attendance at the events for students who are eligible to receive
20 free or reduced meals. The principal at each school shall have the option to make additional
21 modifications to these costs for students who are not eligible for free or reduced meals but are
22 experiencing financial hardships. The parents of these students should contact the principal in
23 order to discuss these types of modifications. This policy is only applicable to fundraising events
24 which are organized and implemented solely by the school and occur during school hours.
25 (Fundraising activities which involve the sale of magazines, candy or similar items are not
26 covered under this section of the policy.) The policy is not an effort to prohibit students from
27 voluntarily participating in fundraising events.
- 28 12. Students shall be at school a minimum of three (3) hours and sixteen (16) minutes (time required
29 for a full day of attendance pursuant to Tennessee Department of Education Regulations) on days
30 when festivals and walks are scheduled during school hours.

31 This policy shall not be construed as preventing a teacher from using instructional or informational
32 materials even though the materials might include reference to a brand, product or a service.

33 Financial information related to school fundraisers shall be made available to the public upon request.
34 The school system shall provide the information requested within a reasonable amount of time.

LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchases of chances by means of tickets or otherwise through a random drawing or other random selection process.²

ONLINE FUNDRAISING

Online fundraising must meet all fundraising requirements established by the board and Tennessee's *Internal School Funds Manual*. The following guidelines for online fundraising must be followed:

1. A fundraiser request approval is required.
2. The online fundraising shall be conducted through a contracted vendor approved by the board.
3. The fundraiser should be titled on the website as a "RCBOE - School Name - Team/Teacher Name" fundraiser.
4. The fundraiser website account should be set up under the RCBOE's employer identification number.
5. All funds raised must be deposited directly into the school bank account from the website. Personal bank accounts shall not be used.
6. The fundraiser must have a clear beginning and ending date within the same school year.
7. At the conclusion of the fundraiser, a copy of the website Donation and Withdrawal Report must be generated from the site by the bookkeeper and filed in the school's bookkeeping records.

The principal or his/her designee of each school shall have access to the established fundraising account as an admin user to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the bookkeeper. Online fundraising shall not be used on behalf or benefit an outside party or individual.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
2. OP Tenn. Atty. Gen. 95-039(April 18, 1995)

Cross References:

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605