

**RUTHERFORD COUNTY SCHOOL SYSTEM  
2240 Southpark Drive  
Murfreesboro, TN 37128**

**June 6, 2019  
5:00 P.M.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. MOMENT OF SILENCE**

**4. WELCOME-Members of Bedford County School Board**

**David Brown  
Diane Neeley  
Michael Cook**

**5. APPROVAL OF AGENDA**

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

**6. APPROVAL OF CONSENT AGENDA (TAB 1)**

**A. Minutes: May 22, 2019 Board Meeting**

**B. Community Use of Facilities**

**C. Title I Contract**

- Adrienne Kamena and Cedar Grove Elementary Contract**

**D. Routine Bids**

**Bid #3407-Science Equipment (Rockvale High and Rocky Fork Elementary)  
Bid #3410-Sprinkler Inspections  
Bid #3411-5-Year Sprinkler Obstruction Inspections  
Bid #3412-Custodial Supplies and Equipment  
Bid #3415-Elevator Modernization (McFadden)**

**E. School Salary Supplements and Contract Payments:**

<b>Name</b>	<b>Amount</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Robert Bell	NTE \$1,000.00	Blackman High School	School Funds-Boys Basketball	Summer Camp
Debra Burton	NTE \$2,500.00	Blackman High School	Blackman High Band Boosters	Drill Writer
Thomas Chestnut	NTE \$500.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction
David England	NTE \$6,000.00	Blackman High School	Blackman High Band Boosters	Percussion Instruction and Band Camp
Kevin Meadows	NTE \$1,500.00	Blackman High School	School Funds-Football	Summer Weights
John Mears	NTE \$3,000.00	Blackman High School	Blackman High Band Boosters	Music Arranging
Barry Wortman	NTE \$3,000.00	Blackman High School	School Funds-Boys Basketball	Summer Camp
Madeline Young	NTE \$500.00	Blackman High School	School Funds-Volleyball	Coaching-summer coverage
Ray Bennet (6)	NTE \$5,000.00	Central Magnet	School Accounts-Variou	Bus Driver
Chase Cato	NTE \$5,000.00	Central Magnet	School Funds-Variou Athletic Accounts	Game Admin/work at games
Jacqueline Harrison	NTE \$700.00	Central Magnet	MS Boys + Girls Basketball	Keep books
Mark Kirksey	NTE \$5,000.00	Central Magnet	School Funds-Variou Athletic Accounts	Game Admin/work at games
Allen Nichols	NTE \$5,000.00	Central Magnet	School Funds-Variou Athletic Accounts	Game Admin/work at games
Jason Patterson (6)	NTE \$5,000.00	Central Magnet	School Accounts-Variou	Bus Driver
Jeremy Stansbury (6)	NTE \$5,000.00	Central Magnet	School Accounts-Variou	Bus Driver
Jay Windham (6)	NTE \$5,000.00	Central Magnet	School Accounts-Variou	Bus Driver
Doug Worsley (6)	NTE \$5,000.00	Central Magnet	School Accounts-Variou	Bus Driver

Brandon Thomas	NTE \$1,000.00	Oakland Middle School	School Funds-Football	Field Maintenance-Summer workouts
Marci Turner	NTE \$1,300.00	Oakland Middle School	School Funds-Baseball	Summer grounds keeper
Marissa Williams	NTE \$1,181.10	Oakland Middle School	School Funds-Boys Soccer	Assistant Boys Soccer Coach
Brianna Englebert Vogt	NTE \$1,100.00	Riverdale High School	Riverdale Band Boosters	Band Camp Instruction + Music Arrangement
Amanda Jones	NTE \$8,500.00	Riverdale High School	Riverdale Band Boosters	Band Camp + Guard Camp Instr., Flag Design + Creation, Choreography Develop + Instr.
Adam Burton	NTE \$800.00	Siegel Middle School	School Funds-Baseball	Summer Camp
Samuel Thomas	NTE \$800.00	Siegel Middle School	School Funds-Baseball	Summer Camp
Matt Williams	NTE \$4,000.00	Smyrna High School	School Funds-Football	Summer Field Maintenance
Tyler Bouttavong	NTE \$1,500.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction + Lessons
Robert Chandler (5)	NTE \$300.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction
Julie Davila	NTE \$1,000.00	Blackman High School	Blackman High Band Boosters	Percussion Instruction
William Elliott	NTE \$4,000.00	Blackman High School	Blackman High Band Boosters	Jazz Instruction + Lessons
Michael George	NTE \$8,000.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction + Lesson
Tim Hale	NTE \$5,000.00	Blackman High School	Blackman High Band Boosters	Teach Percussion Class
Gregory Lawson	NTE \$500.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction
Tonya Lawson	NTE \$1,000.00	Blackman High School	Blackman High Band Boosters	Lessons
Rebecca Murphy	NTE \$2,000.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction + Lessons
Darla Perlozzi	NTE \$3,500.00	Blackman High School	Blackman High Band Boosters	Rock Band Instruction

Kelsey Rogers	NTE \$4,000.00	Blackman High School	Blackman High Band Boosters	Color Guard Instruction
Wilson Sharpe	NTE \$2,000.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction + Lessons
James Simmons	NTE \$500.00	Blackman High School	Blackman High Band Boosters	Jazz Instruction
Holly Smith	NTE \$1,000.00	Blackman High School	Blackman High Band Boosters	Band Camp Instruction + Lessons
Grace Veale	NTE \$4,000.00	Blackman High School	Blackman High Band Boosters	Color Guard Instruction
Robbie Clements (6)	NTE \$5,000.00	Central Magnet	School Funds-Variou	Bus Driver
Vickie Johnson (6)	NTE \$5,000.00	Central Magnet	School Funds-Variou	Bus Driver
Heidi Skinner (6)	NTE \$5,000.00	Central Magnet	School Funds-Variou	Bus Driver
Igor Zhislen	NTE \$10,000.00	Central Magnet	School Funds-Chess	Chess Instructor
Phillip Bennett	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Ethan Cobb	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Riley Cobb	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Hayden Edmondson	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Ty Hoeft	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Blake Leonard	NTE \$2,000.00	Eagleville	School Funds-HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

Hayden McMahon	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Deval Smith	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Macy Tollett	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Randy Toombs	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Dylan Watt	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Jeremy Woods	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Jana Aplin	NTE \$5,000.00	Oakland High School	Oakland High Band Boosters	Flute Lessons
Jacob Breed	NTE \$7,500.00	Oakland High School	Oakland High Band Boosters	Color Guard Instructor
Daniel Percell	NTE \$7,500.00	Oakland High School	Oakland High Band Boosters	Color Guard Instructor
Virginia Singleton	\$15/lesson	Oakland Middle School	School Funds- Band	Music Lessons
Benjamin Bjork	NTE \$1,500.00	Riverdale High School	Riverdale Band Boosters	Band Camp + Fall Marching
Michael George	NTE \$600.00	Riverdale High School	Riverdale Band Boosters	Band Camp
Michael George	\$20/lesson	Riverdale High School	Riverdale Band Boosters	Private Lessons

Tim Hale	NTE \$17,500.00	Riverdale High School	Riverdale Band Boosters	Write music, Band Camp Instr-Percussion, Asst with Inst of Perc. Class, help maintain equip
Tim Hale	\$20/lesson	Riverdale High School	Riverdale Band Boosters	Private Lessons
Haley Lawson	NTE \$2,500.00	Riverdale High School	Riverdale Band Boosters	Assist with Marching Instruction-Band Camp + Fall
Rebecca Murphy	NTE \$600.00	Riverdale High School	Riverdale Band Boosters	Band Camp
Rebecca Murphy	\$25/lesson	Riverdale High School	Riverdale Band Boosters	Private Flute Lessons
David Seanor	NTE \$1,500.00	Riverdale High School	Riverdale Band Boosters	Assist with Marching Instruction-Band Camp + Fall
Phillip Smith	NTE \$600.00	Riverdale High School	Riverdale Band Boosters	Help Instruct Low Brass-Band Camp
Phillip Smith	\$20/lesson	Riverdale High School	Riverdale Band Boosters	Low Brass private lessons
Michael George	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Tim Hale	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Matthew Jefferson	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Rebecca Murphy	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Wilson Sharpe	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Karl Wingruber	\$20/lesson	Rockvale Middle School	School Funds-Band	Private Lessons
Jessica Dunnavant	\$20/lesson	Rocky Fork Middle School	School Funds-Band	Private Lessons
Jennifer Zimmerer	\$22/lesson	Rocky Fork Middle School	School Funds-Band	Private Lessons
Jana Aplin	\$20/lesson	Siegel High School	Siegel High Band Boosters	Private Flute Lessons
Michael George	\$20/lesson	Siegel High School	Siegel High Band Boosters	Private Lessons
Kyle Ramsay	NTE \$10,000.00	Siegel High School	Siegel High Band Boosters	Percussion Technician

Wilson Sharpe	\$20/lesson	Siegel High School	Siegel High Band Boosters	Oboe/Bassoon Lessons
Jeremy Smith	NTE \$18,000.00	Siegel High School	Siegel High Band Boosters	Percussion Instruction
Jovan Quallo	\$20/lesson	Siegel High School	Siegel High Band Boosters	Private Saxophone Instruction
Kim Bly (2)	Hourly	Barfield	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Rick Christopher (2)	Hourly	Christiana Middle School	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Joyce Henderson (2)	Hourly	Christiana Middle School	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Tammy Lowe (2)	Hourly	Christiana Middle School	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Andrea Orellana (2)	Hourly	Rock Springs Elementary	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year
Amanda Richardson (2)	Hourly	Stewartsboro	Clubs, Athletics + Outside Groups	Additional Custodial work for the 2019/2020 school year

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

#### **F. 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	Siegel High School	Band
Benjamin Bjork	Riverdale High School	Band
Rachel Steiner Bjork	Riverdale High School	Band
Tyler Bouttavong	Blackman High School	Band
Robert Chandler	Blackman High School	Band
Thomas Chesnut	Blackman High School	Band
Julie Davila	Blackman High School	Band
Jessica Dunnavant	Rocky Fork Middle School	Band
William Elliott	Blackman High School	Band
Michael George	Blackman High School	Band
Michael George	Riverdale High School	Band
Michael George	Rockvale Middle School	Band
Michael George	Siegel High School	Band
Timothy Hale	Blackman High School	Band
Timothy Hale	Riverdale High School	Band
Timothy Hale	Rockvale Middle School	Band
Matthew Jefferson	Rockvale Middle School	Band
Gregory Lawson	Blackman High School	Band
Haley Lawson	Riverdale High School	Band
Tonya Lawson	Blackman High School	Band
Rebecca Murphy	Blackman High School	Band
Rebecca Murphy	Riverdale High School	Band
Rebecca Murphy	Rockvale Middle School	Band
Darla Perlozzi	Blackman High School	Band
Jovan Quallo	Siegel High School	Band
Kyle Ramsay	Siegel High School	Band
Kelsey Rogers	Blackman High School	Band
David Seanor	Riverdale High School	Band
Wilson Sharpe	Blackman High School	Band
Wilson Sharpe	Rockvale Middle School	Band
Wilson Sharpe	Siegel High School	Band
James Simmons	Blackman High School	Band
Virginia Singleton	Oakland Middle School	Band
Holly Smith	Blackman High School	Band
Jeremy Smith	Siegel High School	Band
Phillip Smith	Riverdale High School	Band
Grace Veale	Blackman High School	Band
Karl Wingruber	Rockvale Middle School	Band
Jennifer Zimmerer	Rocky Fork Middle School	Band
Ben Lawwell	Siegel High School	Bowling
Megan Gaspardo	Siegel High School	Cross Country
Paul Torres-Rodriguez	Siegel High School	Cross Country
Kelly Holcomb	Riverdale High School	Football



Baily Davis  
 Kevin McNulty  
 Anthony Rutland  
 Bryan Helton  
 Raquel Vega-Gaskins  
 Durell Fain  
 Rod Sims  
 Jamison Snider  
 Sean Whinnery  
 Ashley (Taylor) Randolph  
 Chris Erwin  
 Abby Bolyard  
 Morgan Davis  
 Bradley Johnson  
 Katie Smith  
 Darius Brown  
 Carrie Garrett  
 Cynthia Denise Harrell  
 Eric Sacharczyk  
 Vonce Henderson  
 Durell Fain  
 Kirk Bagley  
 Thomas Bain  
 Tifini Bain  
 Bobby Leathers  
 Larry McMahan  
 Robert Ricks  
 Susan Tribble  
 Darcy Leach  
 Richard Palmer  
 Tommy Bogle  
 Luke Hillis  
 Melissa Brown  
 Sidnee Mitchell  
 Shantel Perry  
 Jordyn Peyton  
 Stevenson Jones  
 Russell Clark  
 Clifton Barna

Rockvale Middle School  
 Rockvale Middle School  
 Stewarts Creek High School  
 Stewarts Creek High School  
 Oakland HS/Oakland Middle  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rocky Fork Middle School  
 Rockvale High School  
 Rocky Fork Middle School  
 Whitworth-Buchanan  
 Whitworth-Buchanan  
 Whitworth-Buchanan  
 Whitworth-Buchanan  
 Blackman High School  
 Blackman High School  
 Rocky Fork Middle School  
 Blackman High School  
 Eagleville  
 Eagleville  
 Eagleville  
 Eagleville  
 Eagleville  
 Eagleville  
 Central Magnet MS  
 Rocky Fork Middle School  
 Rock Springs Middle School  
 Rock Springs Middle School  
 Rock Springs Middle School  
 Rockvale High School  
 Oakland High School  
 Riverdale High School  
 Stewarts Creek High School  
 Oakland High School  
 Stewarts Creek High School

Swimming  
 Tennis  
 Basketball/Boys  
 Wrestling  
 Archery  
 Football  
 Basketball/Boys  
 Baseball  
 Baseball  
 Softball  
 Archery  
 Softball  
 Volleyball  
 Football/Basketball  
 Softball  
 Basketball/Girls;VB  
 Archery  
 Archery  
 Wrestling  
 Football  
 Football  
 Football  
 Softball  
 Softball-Basketball/Girls  
 Basketball/Girls  
 Softball  
 Archery  
 Volleyball  
 Cross Country  
 Basketball/Girls  
 Baseball  
 Football  
 Cheerleading  
 Soccer/Girls  
 Swimming  
 Cheerleading  
 Football  
 Football  
 Football

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

## 7. VISITORS

**8. OLD BUSINESS (TAB 2)**

**2020-2021 School Calendar**

**It was brought to the attention of the Board of Education by Election Commission Administrator Alan Farley, that August 6, 2020 is the Primary election for the Federal and State positions. To accommodate the election commission for the use of Rutherford County Schools, we have adjusted the two-hour abbreviated date, in which students attend school from Thursday, August 6, 2020 to Friday August 7, 2020. Rutherford County Schools will conduct In-service on Thursday, August 6, 2020 in secure locations throughout the buildings. This minimized the number of changes to the approved school calendar.**

**Recommended Approval---motion to approve the revisions made to the 2020-2021 school calendar as presented.**

**9. 2019 RUTHERFORD COUNTY SCHOOLS SUMMER CONFERENCE PRACTITIONERS (TAB 3)**

- 1. Amy Gullion will provide one 75-minute presentation session as a part of the Rutherford County Summer Conference. The RCS Summer Conference will be held July 23-24, 2019 at Siegel Middle and Siegel High Schools. All expenses will be covered by Title II funds.**

**Contract fees will be covered with Title II funds. Title II funds will be used at the rate of \$250.00**

- 2. Amanda Collins, A Rutherford County teacher will provide one 75-minute presentation session as a part of the Rutherford County Summer Conference. The RCS Summer Conference will be held July 23-24, 2019 at Siegel Middle and Siegel High Schools. All Expenses will be covered by Title II funds.**

**Contract fees will be covered with Title II funds. Title II funds will be used at the rate of \$250.00 per day plus \$45.28 to cover employee benefits. Individuals will be required to pay usual and customary benefits since they are school system employees.**

**Recommend Approval---motion to approve the contracts for Amy Gullion as a Practitioner in the amount not to exceed \$250.00 and Amanda Collins as a RCS Teacher Practitioner in the amount not to exceed \$295.28 to provide one, seventy-five-minute session each, as a part of the RCS 2019 Summer Conference as presented.**

## **10. 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. The following groups qualify for the exemption:**

**Recommended Approval---motion to** approve the following group requesting fee waivers for the use of facilities pursuant to Policy 3.206:

Homes for Our Troops

Parking for volunteers (WBMS-parking lot)

Note: Facility use for 6/6/19 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.**

## **11. FINANCIAL MATTERS (TAB 4)**

### **1. General Purpose School Fund 141, 2019/20 Budget**

**County Commission Budget Committee has approved appropriations for an estimated Expenditures budget for Fiscal Year 2019-2020 of \$416,465,116. At the present time, the estimated revenues for the Fiscal Year 2019-2020 is \$401,583,529. This revenue amount includes the additional 8.2 cents on the property tax that has been proposed by the county budget committee. This proposed budget funds a 5% pay increase for the contracted bus owner/operators and a 2.5% pay increase for all full and part-time school employees.**

**Recommended Approval---motion to** approve the 2019/20 General Purpose School Budget, Fund 141, with \$401,583,529 in revenues, \$416,465,116 in expenditures, and uses sufficient fund balance to fund the general-purpose school fund operations as needed.

### **2. Capital Projects for the 2019/20 School Year**

**Projects totaling \$7,064,990 are on this request.**

**Recommended Approval---motion to** approve the 2019/20 Capital Projects List as presented.

### **3. Capital Projects for the 2019/20 School Year**

**Projects totaling \$7,064,990 align with the county budget committee recommendation of a proposed 7.5 cent property tax levy. Revenues budgeted for this fund is estimated at \$7,219,990. Trustee commission of \$155,000 makes up the balance of budgeted expenditures (outside actual capital project expenditures) for this fund.**

**If the additional 2.8 cents of property tax is not approved for this fund, then our capital project expenditure budget will need to be cut so that the unassigned fund balance can be maintained for future years.**

**Recommended Approval---motion to approve the 2019/20 Capital Projects Budget, Fund 177 for \$7,219,990 total estimated expenditures and \$7,219,990 in estimated revenue as presented.**

### **12. FACILITIES (TAB 5)**

**LaVergne Primary School: Jenna Stitzel, Coordinated School Health, is requesting to build a 200-meter outdoor walking track at LaVergne Primary School. The track will be fully funded by grants obtained by Coordinated School Health at no cost to the Board. Engineering and Construction will provide the normal construction oversight and coordination.**

**Recommended Approval---motion to approve the construction of a 200-meter walking track at LaVergne Primary School, completely funded by Coordinated School Health as presented.**

**Rock Springs Elementary: Engineering and Purchasing received the bids for the addition to Rock Springs Elementary on Thursday May 30, 2019. Six bids were received with Engineering recommending Boger Construction as the lowest and or best bid. Boger Constructions total bid, with all alternated included, is \$8,119,800.00.**

**Recommended Approval---motion to approve Boger Construction's bid for Rock Springs Elementary addition at \$8,119,800.00 as presented.**

### **13. ANNUAL POLICY MANUAL REVIEW (TAB 6)**

#### **Section 5 – Personnel**

**Policy 5.100 Personnel Goals**

**Policy 5.101 Channel of Communication**

**Policy 5.102 Support Personnel**

**Policy 5.103 Job Descriptions**

**Policy 5.104 Equal Opportunity Employment**

**Policy 5.106 Application and Employment**

**Policy 5.108 Supervision**

- Policy 5.109 Evaluation**
- Policy 5.110 Compensation Guides and Contracts**
- Policy 5.113 Professional Development for Certified Employees**
- Policy 5.114 Personnel Records**
- Policy 5.1141 Teacher Effect Data**
- Policy 5.115 Assignment/Transfer**
- Policy 5.116 Staff Positions/Creation of Positions/Reduction in Force**
- Policy 5.117 Tenure**
- Policy 5.118 Background Investigations**
- Separation Practices**
- Policy 5.200 Separation Practices for Tenured Teachers**
- Policy 5.201 Separation Practices for Non-Tenured Teachers**
- Policy 5.202 Separation Practices for Non-Certified Employees**
- Policy 5.203 Recommendations and File Transfers**
- Employee Leaves**
- Policy 5.301 Emergency and Legal Leave**
- Policy 5.302 Sick Leave**
- Policy 5.303 Personal and Professional Leave**
- Policy 5.304 Long Term Leaves of Absence**
- Policy 5.305 Family and Medical Leave**
- Policy 5.306 Military Leave**
- Policy 5.307 Physical Assault Leave**
- Policy 5.309 Legislative Leave**
- Policy 5.310 Vacations and Holidays**
- Employee Health Practices**
- Policy 5.400 Health Examinations/Communicable Diseases**
- Policy 5.401 Acquired Immune Deficiency Syndrome**
- Policy 5.402 Hepatitis B**
- Policy 5.403 Drug and Alcohol Testing**
- Grievances**
- Policy 5.500 Discrimination/Harassment**
- Policy 5.501 Complaints and Grievances**
- Employee Rights and Responsibilities**
- Policy 5.600 Staff Rights and Responsibilities**
- Policy 5.601 Staff Conflicts of Interest**
- Policy 5.6101 Employee Participation in Recreational or Fitness Activities**
- Policy 5.606 Staff Community Relations**
- Policy 5.608 Tutoring for Pay**
- Policy 5.611 Ethics**
- Temporary Personnel**
- Policy 5.701 Substitute Teachers**
- Policy 5.702 Student Teachers**
- Recruitment and Employment of the Director of Schools**
- Policy 5.801 Recruitment and Selection**
- Policy 5.802 Qualifications and Duties of the Director of Schools**
- Policy 5.803 Evaluation of the Director of Schools**

**Section 6-Student**

- Policy 6.200 Attendance**
- Policy 6.201 Compulsory Attendance Ages**
- Policy 6.2011 Voluntary Pre-K Attendance**
- Policy 6.202 Home Schools**
- Policy 6.203 School Admissions**
- Policy 6.204 Non-Resident Students**
- Policy 6.205 Student Assignment**
- Policy 6.208 Release During School Hours**
- Policy 6.209 Child Custody/Parental Access**

**Behavior and Discipline**

- Policy 6.300 Code of Behavior and Discipline**
- Policy 6.301 Rights and Responsibilities**
- Policy 6.302 Procedural Due Process**
- Policy 6.303 Interrogations and Searches**
- Policy 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying & Intimidation**
- Policy 6.306 Interference/Disruption of School Activities**
- Policy 6.307 Drug-Free Schools**
- Policy 6.308 Bus Conduct**
- Policy 6.309 Zero Tolerance Offenses**
- Policy 6.310 Dress Code**
- Policy 6.3101 Gang Activity or Association**
- Policy 6.311 Care of School Property**
- Policy 6.312 Use of Personal Communication Devices and Cellular Telephone**
- Policy 6.313 Discipline Procedures**
- Policy 6.314 Corporal Punishment**
- Policy 6.315 Detention**
- Policy 6.316 Suspension/Expulsion/Remand**
- Policy 6.317 Disciplinary Hearing Authority**
- Policy 6.318 Admission of Suspended or Expelled Students**
- Policy 6.319 Alternative School Programs**

**Student Welfare**

- Policy 6.400 Guidance Program**
- Policy 6.4001 Student Surveys, Analyses, and Evaluations**
- Policy 6.401 Student Health Services**
- Policy 6.402 Physical Examinations and Immunizations**
- Policy 6.403 Communicable Diseases**
- Policy 6.4031 Pediculosis (Head Lice)**
- Policy 6.404 Acquired Immune Deficiency Syndrome**
- Policy 6.405 Medicines**
- Policy 6.406 Student Psychological Services**

**Policy 6.407 Student Social Services**  
**Policy 6.408 Supervision of Students**  
**Policy 6.4081 Safe Relocation of Students**  
**Policy 6.409 Child Abuse and Neglect**  
**Policy 6.4091 Sexual Misconduct**  
**Policy 6.410 Accidents and Illnesses**  
**Policy 6.411 Student Wellness**  
**Policy 6.412 Emergency Allergy Response Plan**  
**Policy 6.413 Prevention and Treatment of Concussions**  
**Policy 6.414 Prevention and Treatment of Sudden Cardiac Arrest**  
**Policy 6.415 Student Suicide Prevention**

**Individual Needs Students**

**Policy 6.500 Special Education Students**  
**Policy 6.501 Married and/or Pregnant Students**  
**Policy 6.502 Exchange Students**  
**Policy 6.503 Homeless Students**  
**Policy 6.504 Migrant Students**  
**Policy 6.505 Students in Foster Care**

**Student Records**

**Policy 6.600 Student Records**  
**Policy 6.601 Annual Notification of Rights**  
**Policy 6.602 Inspection and Correction Procedures**  
**Policy 6.603 Use of Records**

**Student Activities**

**Policy 6.700 Student Activities**  
**Policy 6.701 Student Solicitations/Fund-Raising**  
**Policy 6.702 Student Clubs and Organizations**  
**Policy 6.704 Student Publications**  
**Policy 6.705 Student Social Events**  
**Policy 6.709 Student Fees and Fines**

**14. POLICY COMMITTEE RECOMMENDATIONS (TAB 7)**

**1. Policy 1.407: School District Records**

Policy 1.407 has been updated to change the District Public Records Request Coordinator from Lauren Bush to Sara Page.

**2. Policy 1.803: Tobacco and Vape-Free Schools**

Policy 1.803 has been updated in line with TSBA-proposed policy in order to clarify that vapor-based products are not allowed on school grounds, and that students in possession of either tobacco and vape products may be disciplined.

**3. Policy 4.502: Parent/Family Involvement**

Policy 4.502 has been updated to replace “No Child Left Behind” with references to the Elementary and Secondary Education Act.

**4. Policy 4.602: Grade Point Average (GPA) and Class Rank (9-12)**

Policy 4.602 has been updated to reflect the weighted grading for dual credit and dual enrollment courses. Cambridge courses was added to the weighted grade chart. Additionally, a conversion chart has been added that reflects expected conversions when a dual enrollment program issues only a numerical grade. The standard for valedictorian and salutatorian has been amended to allow the highest achieved ACT composite to be considered when multiple students meet the other requirements for those titles, beginning for the graduating class of 2023. The deadline for valedictorian/salutatorian has been clarified to be the end of the 7<sup>th</sup> semester. Outdated references to the 2009-2010 and 2014-2015 school years have been removed.

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Policy 4.603 has been extensively rewritten to reflect changes to State Board of Education Policy 3.300.

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Policy 6.200 has been updated to reduce the number of parent-produced excuse notes for illness from ten to eight.

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**12. Policy 4.806: Course Access Program**

Policy 4.806 is proposed in order to comply with new Tennessee State Board of Education rules.

**Recommended Approval---motion to** approve Policies 1.407, 1.803, 4.502, 4.602, 4.603, 6.200, 6.313, 6.314, 6.316, 6.317, 6.409, and 4.806 as recommended by the Policy Committee on second reading.

**15. CORRECTION-2018-2019 TENURE LIST**

**The following two names were left off the 2018-2019 tenure list for approval.**

**Recommended Approval---motion to** add Nathaniel Lillard, Siegel High School, Agriculture Teacher and Jameson Knox, Blackman High School, History Teacher to the 2018-2019 Tenure List.

**16. INSURANCE UPDATE**

**17. DIRECTOR’S UPDATE**

**18. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**

**19. FEDERAL RELATIONS NETWORK (FRN) UPDATE**

**20. GENERAL DISCUSSION**

**21. ADJOURNMENT**

**RUTHERFORD COUNTY SCHOOL SYSTEM**

**Board of Education Meeting**

**2240 Southpark Drive**

**Murfreesboro, TN 37128**

**Minutes of May 22, 2019**

**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 Board Chairman called the meeting to order at 5:00 P.M. The Girl Scouts led the Pledge of Allegiance.**

**2. MOMENT OF SILENCE**

**The Chairman called for a moment of silence.**

**3. WELCOME-Members of Wilson County School Board**

**The following Board Members visited our board meeting. The TSBA requires that a board meeting be critiqued by a team from another school board in order to achieve the Board of Distinction.**

**Larry Tomlinson-Chairman**

**Linda Armistead-Co-Chairman**

**Bill Robinson**

**4. APPROVAL OF AGENDA**

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

**Vote: All Yes**

## **5. APPROVAL OF CONSENT AGENDA**

**A. Minutes:     May 9, 2019   Board Meeting  
                      May 13, 2019 Special Called Budget Meeting  
                      May 14, 2019 Special Called Policy Meeting**

**B.    Community Use of Facilities**

**C.    Title I Contract**

- **Rutherford County Title I/Title II and Mindsteps Inc.**

**D.    ESEA/IDEA Consolidated Funding Application**

**E.    Routine Bids**

**Bid #3399 – Art Supplies and Equipment (RVH and RFE)**

**Bid #3400 – PE Equipment (RVH and RFE)**

**Bid #3401 – General Music Equipment (RFE)**

**Bid #3402 – Kitchen Hood Inspections**

**Bid #3403 – Milk and Dairy**

**Bid #3404 – Ice Cream**

**Bid #3405 – Group 1 – Food, Group 2 – Produce and Group 4 – Chemicals**

**Bid #3406 – Sale of Used Textbooks**

**Bid #3408 – 30 Passenger Activity Bus (RVH)**

**Bid #3409 – Junior Theater in Atlanta, GA (OMS)**

**F.    School Salary Supplements and Contract Payments:**

<b>Name</b>	<b>Amount</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
<b>Kit Hartsfield</b>	<b>NTE \$3,000.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Summer Weights/Workouts</b>
<b>Lance Kelly (5)</b>	<b>NTE \$250.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Coaching/Camps</b>
<b>Jameson Knox (5)</b>	<b>NTE \$250.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Summer Weight Room</b>
<b>John McCreery</b>	<b>NTE \$1,500.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Summer Weight Program</b>
<b>Joseph Moos</b>	<b>NTE \$1,000.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Assistant Football Coach</b>
<b>Aaron Pitts</b>	<b>NTE \$3,700.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Assistant Football Coach</b>
<b>Samuel Turner (5)</b>	<b>NTE \$250.00</b>	<b>Blackman High School</b>	<b>School Funds-Football</b>	<b>Head Freshman Coach</b>
<b>Nicole Underwood</b>	<b>NTE \$600.00</b>	<b>Blackman Middle School</b>	<b>School Funds-Boys Soccer</b>	<b>Assistant Boys Soccer Coach</b>

<b>Dominic Gregali</b>	<b>NTE \$2,500.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Assistant Baseball Coach</b>
<b>James Hawks</b>	<b>NTE \$3,000.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Baseball Field Maintenance</b>
<b>David Holt</b>	<b>NTE \$1,000.00</b>	<b>Oakland High School</b>	<b>School Funds-Football</b>	<b>Jumbotron Operator</b>
<b>Diane Howard</b>	<b>NTE \$600.00</b>	<b>Oakland High School</b>	<b>School Funds-Girls + Boys Basketball</b>	<b>Clock Operator</b>
<b>Bryan Linnell</b>	<b>NTE \$2,000.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Assistant Baseball Coach</b>
<b>Andrew McGowan</b>	<b>NTE \$2,000.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Assistant Baseball Coach</b>
<b>Chad Pritchett</b>	<b>NTE \$2,000.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Assistant Baseball Coach</b>
<b>Nicole Vaden</b>	<b>NTE \$1,720.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Baseball Ticket Taker</b>
<b>Dean Kevin Wright</b>	<b>NTE \$800.00</b>	<b>Oakland High School</b>	<b>Baseball Boosters</b>	<b>Announcer for Baseball games</b>
<b>Katie Racki</b>	<b>NTE \$10,000.00</b>	<b>Siegel High School</b>	<b>School Funds-Band + Band Boosters</b>	<b>Color Guard Director</b>
<b>Craig Reavis</b>	<b>NTE \$3,000.00</b>	<b>Siegel High School</b>	<b>School Funds-Baseball</b>	<b>Baseball Camp Director</b>
<b>Michael George</b>	<b>\$20/Lesson</b>	<b>Oakland High School</b>	<b>Oakland Band Boosters</b>	<b>Private Lessons</b>
<b>Thomas Draper</b>	<b>\$15/Hour</b>	<b>Oakland High School</b>	<b>Oakland Band Boosters</b>	<b>Drumline Tech</b>
<b>Jessica Graves</b>	<b>\$15/Hour</b>	<b>Oakland High School</b>	<b>Oakland Band Boosters</b>	<b>Marching Band Instructor</b>
<b>Tonya Lawson</b>	<b>\$25/Lesson</b>	<b>Oakland High School</b>	<b>Oakland Band Boosters</b>	<b>Private Lessons</b>
<b>Jovan Quallo</b>	<b>\$50/Hour</b>	<b>Oakland High School</b>	<b>Oakland Band Boosters</b>	<b>Private Saxophone Instruction</b>
<b>Wilson Sharpe</b>	<b>\$20/Lesson</b>	<b>Oakland Middle School</b>	<b>School Funds-Band</b>	<b>Private Lessons</b>
<b>Michael George</b>	<b>\$20/Lesson</b>	<b>Oakland Middle School</b>	<b>School Funds-Band</b>	<b>Private Lessons</b>
<b>Tim Hale</b>	<b>\$20/Lesson</b>	<b>Oakland Middle School</b>	<b>School Funds-Band</b>	<b>Private Percussion Lessons</b>
<b>Tonya Lawson</b>	<b>\$25/Lesson</b>	<b>Oakland Middle School</b>	<b>School Funds-Band</b>	<b>Private Lessons</b>
<b>Jace May (4)</b>	<b>NTE \$1,000.00</b>	<b>Riverdale High School</b>	<b>Softball Boosters</b>	<b>Assistant Softball Coach-Total approved is now \$2,800</b>

<b>Sarah Parker</b>	<b>NTE \$750.00</b>	<b>Riverdale High School</b>	<b>School Funds- Boys Soccer</b>	<b>Assistant Boys Soccer Coach</b>
<b>Jennifer Martinez Wright</b>	<b>NTE \$2,300.00</b>	<b>Smyrna High School</b>	<b>School Funds- Softball</b>	<b>Assistant Softball Coach</b>
<b>Diana Skoropat</b>	<b>NTE \$1,000.00</b>	<b>Stewarts Creek High School</b>	<b>School Funds- Swimming</b>	<b>Summer Workouts for Stewarts Creek+Smyrna</b>

1. Unless listed as an hourly rate
2. Approved previously for an amount \$500 or greater
3. Not less than regular hourly rate – or overtime rate if working over 40 hours during the week
4. Anticipate amounts over \$500 this school year
5. Amend prior approval
6. Less than \$500 but part of event total
7. 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:**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Sport</u></b>
<b>Jane Aplin</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Jacob Breed</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Thomas Draper</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Mike George</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Mike George</b>	<b>Oakland Middle School</b>	<b>Band</b>
<b>Jessica Graves</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Tim Hale</b>	<b>Oakland Middle School</b>	<b>Band</b>
<b>Tonya Lawson</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Tonya Lawson</b>	<b>Oakland Middle School</b>	<b>Band</b>
<b>Daniel Percell</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Jovan Quallo</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Wilson Sharpe</b>	<b>Oakland Middle School</b>	<b>Band</b>
<b>Jessica Graves</b>	<b>Riverdale High School</b>	<b>Band</b>
<b>Joshua Moulder</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Wilson Sharpe</b>	<b>Rockvale Middle School</b>	<b>Band</b>
<b>Bianca Hensley</b>	<b>Stewarts Creek High School</b>	<b>Basketball/Girls</b>
<b>Chastity Cook</b>	<b>Blackman Middle School</b>	<b>Basketball/Girls</b>
<b>Ben Caudill</b>	<b>Stewarts Creek High School</b>	<b>Football</b>
<b>Tim McKee</b>	<b>Stewarts Creek High School</b>	<b>Football</b>
<b>Kyle Turnbow</b>	<b>Stewarts Creek High School</b>	<b>Football</b>
<b>Wayne Armstrong</b>	<b>Rockvale High School</b>	<b>Football/Basketball</b>

**Isaiah Phillips  
Jaffarious Wade  
Derek Adamson  
Igor Zhislin  
Gabriel Reynolds  
Morgan Knoblet  
Franklin Huddleston**

**Smyrna Middle School  
Rockvale High School  
Blackman Middle School  
Central Magnet School  
Rockvale High School  
Rockvale High School  
Oakland HS/Oakland MS**

**Basketball/Boys  
Basketball/Girls  
Football  
Chess  
Basketball/Girls  
Volleyball  
Archery**

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

**Vote: All Yes**

**6. VISITORS**

**Dawn Rhodes, representing Girl Scouts of Middle Tennessee, addressed the Board regarding the school usage fees.**

**Phillip Heikkinen, representing Middle Tennessee Council Boy Scouts of America, addressed the Board regarding School Usage Fees.**

**7. REPORT ON DIRECTOR OF SCHOOLS' EVALUATION**

**Randall Bennett, TSBA, gave a report on the 2019 Director of Schools Evaluation Results. He stated it was a very good evaluation.**

**8. RECOGNITION**

**Ms. Andrea Norberg, Murfreesboro Symphony Orchestra, read the names and schools of the students who won the Richard Siegel Foundation and Murfreesboro Symphony Orchestra Excellence Music Awards.**

**9. RUTHERFORD COUNTY SCHOOLS PROPOSED CALENDAR FOR 2020-2021**

**Motion made by Mr. Hodge, seconded by Ms. Sharp, to approve the proposed calendar for the 2020-2021 school year as presented.**

**Vote: All Yes**

**10. 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.  
The following groups qualify for the exemption:**

Motion made by Mr. Young, seconded by Mrs. Johnson, to approve the following group requesting fee waivers for the use of facilities pursuant to Policy 3.206:

**FitKids America**

**FitKids Classes (RES, ChES, Barfield, McFadden-Areas  
at Principals' discretion)**

**Vote: All Yes**

**Note: Facility use for 5/23/19 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.**

**11. FINANCIAL MATTERS**

**Budget Update – No discussion.**

**12. MEMORANDUM OF UNDERSTANDING WITH PROFESSIONAL EDUCATORS**

**The Board of Education Management Team and the Professional Educators of Rutherford County, represented by the Rutherford Education Association in the collaborative process has reached agreement as presented in the Memorandum of Understanding.**

Motion made by Mr. Hodge, seconded by Mrs. Moore, to approve the memorandum of Understanding between the Rutherford County Board of Education and the Professional Educators of Rutherford County Schools as presented.

**Vote: All Yes**

**13. FACILITIES**

**Stewarts Creek High:**

**Principal Dr. Clark Harrell has three requests at this time. The first is a request to convert the athletic training room, on the Athletic hallway, into an additional co-ed weight training and conditioning class. The second is to remove the student lockers on the band hallway and replace them with band instrument storage lockers. Third is to purchase a 12' x 28' storage building for band equipment and place it near the school apartment. All projects are to be funded through the school or a booster club at no cost to the School Board. Engineering and Construction has reviewed all projects and recommends they be approved.**

Motion made by Mr. Jordan, seconded by Ms. Sharp, to approve that Stewarts Creek High School be allowed to install the appropriate flooring for the new weight room, remove existing lockers and install instrument storage lockers on the band hallway and purchase a storage building to be located near the school apartment as presented.

**Vote: All Yes**

#### **14. ANNUAL POLICY MANUAL REVIEW**

##### **Section 3 – Support Services**

##### **Policy 3.100 Business Management Goals**

##### **Facilities Management**

##### **Policy 3.200 Buildings and Grounds Management**

##### **Policy 3.201 Safety**

##### **Policy 3.202 Emergency Preparedness Plan**

##### **Policy 3.203 Crisis Management**

##### **Policy 3.205 Security**

##### **Policy 3.206 Community Use of School Facilities**

##### **Policy 3.208 Facilities Planning**

##### **Policy 3.210 Naming Schools and Facilities**

##### **Policy 3.211 Energy Use and Conservation**

##### **Policy 3.212 District Water Testing**

##### **Equipment and Supplies Management**

##### **Policy 3.300 Equipment and Supplies Management**

##### **Policy 3.3001 Use of Cellular Phones**

##### **Transportation Management**

##### **Policy 3.400 Student Transportation Management**

##### **Policy 3.401 Scheduling and Routing**

##### **Policy 3.402 Special Use of School Vehicles**

##### **Policy 3.403 Traffic and Parking Controls**

##### **Policy 3.404 Private Vehicles**

##### **Policy 3.405 Contracted Bus Service**

##### **Food Service Management**

##### **Policy 3.500 School Nutrition Management**

##### **Insurance Management**

##### **Policy 3.600 Insurance Management**

##### **Policy 3.601 Student Insurance Program**

##### **Section 4-Instructional Program**

##### **Policy 4.100 Instructional Goals**

##### **Curriculum Development and Programs**

##### **Policy 4.200 Curriculum Development**

##### **Policy 4.2001 Co-curricular Activities**

##### **Policy 4.201 Basic Curriculum Program**

##### **Policy 4.202 Special Education**

##### **Policy 4.204 Summer School**

##### **Policy 4.208 Adult Education Program**



**Policy 4.210 Credit Recovery**

**Extracurricular Programs**

**Policy 4.300 Extracurricular Activities**

**Policy 4.301 Interscholastic Athletics**

**Policy 4.302 Field Trips and Excursions**

**Instructional Materials and Services**

**Policy 4.400 Instructional Materials**

**Policy 4.401 Textbooks**

**Policy 4.402 Selection of Instructional Materials (Other Than Textbooks)**

**Policy 4.403 Reconsideration of Instructional Materials and Textbooks**

**Policy 4.404 Use of Copyrighted Materials**

**Policy 4.405 Employee-Developed Materials**

**Policy 4.406 Use of the Internet**

**Policy 4.4061 Employee Use of Social Media and Personal Websites**

**Policy 4.407 School and System Websites**

**Community Instructional Resources**

**Policy 4.502 Parent/Family Involvement**

**Academic Achievement**

**Policy 4.600 Grading System**

**Policy 4.601 Reporting Student Progress**

**Policy 4.602 Grade Point Average and Class Rank (Grades 9-12)**

**Policy 4.603 Promotion and Retention**

**Policy 4.604 Testing for Credit**

**Policy 4.605 Graduation Requirements**

**Policy 4.606 Graduation Activities**

**Policy 4.607 Waivers of Statute, Rules and Regulations**

**Policy 4.608 Transcript Alterations**

**Testing and Evaluation**

**Policy 4.700 Testing Programs**

**Policy 4.701 Maintaining Test Security**

**Policy 4.702 Evaluations of Instructional Programs**

**Controversial Issues and Materials**

**Policy 4.800 Controversial Issues**

**Policy 4.801 Controversial Materials**

**Policy 4.802 Student Equal Access**

**Policy 4.803 Recognition of Religious Beliefs, Customs and Holidays**

**Policy 4.804 Religious in the Curriculum**

**Policy 4.805 Prayer and Period of Silence**

**There was no discussion on the policies as presented.**

**15. POLICY COMMITTEE RECOMMENDATIONS**

**1. Policy 1.407: School District Records**

**Policy 1.407 has been updated to change the District Public Records Request Coordinator from Lauren Bush to Sara Page.**

- 2. Policy 1.803: Tobacco and Vape-Free Schools**  
Policy 1.803 has been updated in line with TSBA-proposed policy in order to clarify that vapor-based products are not allowed on school grounds, and that students in possession of either tobacco and vape products may be disciplined.
- 3. Policy 4.502: Parent/Family Involvement**  
Policy 4.502 has been updated to replace “No Child Left Behind” with references to the Elementary and Secondary Education Act.
- 4. Policy 4.602: Grade Point Average (GPA) and Class Rank (9-12)**  
Policy 4.602 has been updated to reflect the weighted grading for dual credit and dual enrollment courses. Cambridge courses was added to the weighted grade chart. Additionally, a conversion chart has been added that reflects expected conversions when a dual enrollment program issues only a numerical grade. The standard for valedictorian and salutatorian has been amended to allow the highest achieved ACT composite to be considered when multiple students meet the other requirements for those titles, beginning for the graduating class of 2023. The deadline for valedictorian/ salutatorian has been clarified to be the end of the 7<sup>th</sup> semester. Outdated references to the 2009-2010 and 2014-2015 school years have been removed.
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Policy 4.603 has been extensively rewritten to reflect changes to State Board of Education Policy 3.300.
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Policy 6.200 has been updated to reduce the number of parent-produced excuse notes for illness from ten to eight.
- 7. Policy 6.313: Discipline Procedures**  
In response to Tennessee Department of Education disproportionality review, Policy 6.313 has been updated to add introductory language to encourage administrators to choose educational discipline that seeks to stop repeated behaviors while limiting exclusionary discipline. Mediation has been added to disciplinary options, and corporal punishment has been removed. Under Level IV misbehaviors, the type of death threat has been clarified to distinguish it from an electronic threat, which is a zero tolerance by law. Additionally, sexual misconduct not resulting in a charge classified as a zero tolerance has been added to the example list. Bomb threat was moved from a Level IV offense to a zero tolerance to align with current policy. Clarification as to when charges are sufficient for discipline has been added.

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**12. Policy 4.806: Course Access Program**

Policy 4.806 is proposed in order to comply with new Tennessee State Board of Education rules.

Motion made Mr. Jordan, seconded by Mr. Hodge, to approve Policies 1.407, 1.803, 4.502, 4.602, 4.603, 6.200, 6.313, 6.314, 6.316, 6.317, 6.409, and 4.806 as recommended by the Policy Committee on first reading.

Motion made by Ms. Sharp, seconded by Mrs. Moore, to amend the motion to approve all the policies except table Policy 4.602.

**Vote on amendment failed: 2 voted Yes (voice vote)**

**5 voted No (voice vote)**

**Vote on original motion as stated: 5 voted Yes (voice vote)**

**2 voted No (voice vote)**

**Motion Carries**

- 16. INSURANCE UPDATE – Dr. Anthony announced the next Insurance Meeting will be next Thursday.**

- 17. DIRECTOR'S UPDATE**

**Mr. Spurlock complimented the graduations and thanked everyone for attending.**

**18. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**

The Tennessee House of Representatives is currently working through issues surrounding Speaker Glen Casada and his announced plan to resign from the post. Those issues are occupying most of the discussion for now. Board Member Tammy Sharp inquired about the status of the voucher legislation, which is awaiting the governor's signature. There have been no announcements.

**19. FEDERAL RELATIONS NETWORK (FRN) UPDATE – No report at this time.**

**20. GENERAL DISCUSSION**

Board Member Lisa Moore discussed the previously-mentioned Policy 4.602 regarding the proposed changes to the selection of Valedictorians. Board Member Moore read a letter from a now-graduated valedictorian from Central Magnet School. The student expressed concerns with the proposed changes with which Ms. Moore agreed. Ms. Moore stated that the ACT should not be the deciding factor on valedictorian selection, and she expressed a desire to discuss alternatives. Mr. Spurlock discussed the details of how GPA is calculated and the intent of the changes. Board Member Sharp asked whether points could be added to grades in honors and advanced courses. Mr. Spurlock explained that they were being added pursuant to State Board of Education policy. Board Member Johnson spoke to respond to the student that wrote the letter to Board Member Moore. Ms. Johnson thanked the student, and stated that the change in policy was intended to increase rigor and address concerns from colleges related to the number of valedictorians.

There being no further business, the meeting adjourned at approximately 6:05 P.M.

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Jim Estes, Board Chairman

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Date

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Bill C. Spurlock, Director of Schools

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Date

## **FACILITIES USE**

June 5, 2019

## **CONSENT AGENDA**

Barfield Elementary	Redeemer Church Murfreesboro; church services; 7/7/19-6/28/20 8am-1pm Sunday; Library, cafeteria, teacher work room, and storage room; \$135
Barfield Elementary	Fine Arts Matter, Soundtek Studio (2 <sup>nd</sup> & up) after school music technology program, 9/11/19-12/11/19 Wednesdays 3:20-4:10 pm, Library, \$180
Barfield Elementary	Fine Arts Matter, Guitar Club (2 <sup>nd</sup> -5 <sup>th</sup> ) & KidzKeys (K-2 <sup>nd</sup> ) after school program, 8/29/19-12/12/19 Thursdays 3:20-4:10 pm, computer lab & Library, \$360
Blackman High	Nashville Dog Training Club, scent work trials, 6/22/19-6/23/19 8am-4pm, outside grassy area, \$288
Rock Springs Elementary	Fine Arts Matter, Soundtek Studio (2 <sup>nd</sup> & up) after school music technology program, 9/10/19-12/10/19 Tuesdays 2:30-3:20pm, classroom B05, \$180
Rock Springs Elementary	Fine Arts Matter, Guitar Club (2 <sup>nd</sup> -5 <sup>th</sup> ) & KidzKeys (K-2 <sup>nd</sup> ) after school program, 9/6/19-12/6/19 Fridays 2:30-3:20pm, classroom B05 & Library, \$360
Siegel High	Hit After Hit Outlaws, Travel Baseball practices, 6/5/19-7/15/19, baseball field, \$18/hr
Stewarts Creek High	Trained to Grow (TTG), AAU practices, 7/9/19-5/21/20 Tu/Th 6-8pm, gym, \$18/hr
Stewarts Creek High	Above the Rim Gym, AAU practices, 6/5/19-5/25/20 Tu/Th 6-8pm, gym, \$18/hr
Stewarts Creek Middle	Miss Smyrna Pageant, beauty pageant, 7/19/19-7/20/19 rehearsal Fri 6pm-9pm and Pageant 8am-9pm, auditorium, \$435 (per school bookkeeper)
Wilson Elementary	Fine Arts Matter, Let's Dance (K-3) after school program, 9/9/19-12/2/19 Mondays 2:30-3:20pm, classroom C-06, \$180
Wilson Elementary	Fine Arts Matter, Guitar Club (2 <sup>nd</sup> -5 <sup>th</sup> ) & KidzKeys (K-2 <sup>nd</sup> ) after

School program, 9/9/19-12/2/19 Wednesdays 2:30-3:20pm, 2<sup>nd</sup>  
grade work room and music room, \$360

Note: Facility use for 6/5/19 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.**

May 16, 2019

Presenter, Adrienne Kamena, will perform and lead tasks at Cedar Grove Elementary School on the following dates: September 25, 26, 27, 2019 and January 6-7, 2020. During these sessions, Mrs. Kamena will continue to build on the work we have done in the previous school year. She will work with administrators, coaches, interventionists, and teachers to plan and implement effective guided reading lessons. Mrs. Kamena will continue to share her knowledge regarding tracking and recognizing reading behaviors which will lead to students growing as readers. Mrs. Kamena will observe the implementation of guided reading practices and provide immediate feedback to classroom teachers and coaches.

Motion to approve contract between Adrienne Kamena and Cedar Grove Elementary School for professional development training. The total cost is not to exceed \$11,500 (this fee includes all travel expenses for the presenter). Cedar Grove Title I funds will pay 100% of the cost for the training pending approval of the FY20 budget.

## **Independent Contractor Agreement**

This agreement is made and entered into this 20<sup>th</sup> day of May 2019, by and between

Rutherford County Schools (Cedar Grove Elementary) herein referred to as the DISTRICT and Adrienne Kamena, herein referred to as the CONTRACTOR.

### **WITNESSETH**

**Whereas**, the district is authorized to contract with and employ persons to furnish special services and advice to the district in academic and curricular matters if such person is specially trained, experienced, and competent to perform the special services requested, and

**Whereas**, the contractor represents that this person is specially trained, experienced and competent to provide such special services and to give advice that is called for in this agreement, and

**Whereas**, the district has determined that it has a need to enter into this agreement with the contractor for the special services and advice described herein.

**Now, therefore, it is mutually agreed by parties hereto, as follows:**

#### **Article 1. Contractor Services.**

Contractor agrees to perform the following necessary professional services to the satisfaction of the district:

1. Perform and lead tasks that will show how guided reading lessons are planned based on the readers' strengths and needs of reading behaviors using *Continuum of Literacy Learning and Guided Reading* by Fountas and Pinnell.
2. Perform and lead tasks that will demonstrate an understanding of the majority of the reading work within a guided reading lesson is focused on reading behaviors and is done by the young readers.
3. Perform and lead tasks that will demonstrate an understanding of comprehending text with depth and complexity.
4. Perform and lead tasks that will demonstrate how to plan for questioning within a guided reading lesson that will allow for multiple entry points for all students to have access to academic language and thinking.

#### **Article 2. Contractor's Fee and Expenses.**

1. Consulting Fee :
  - A) Daily : 5 days @ \$1,500 each day = \$7,500
  - B) Hourly Preparation Fee (Off Campus) : Approx. 12 hours @ \$150 per hour= \$1,800
  - C) Travel (parking, flight and car rental): 2 trips at \$1,100 each= \$2,200
2. Total invoices by contractor not to exceed \$11,500



**Article 3. Payment of Services.**

Payment to the contractor shall be made immediately after a service is conducted and an invoice is received. Payments for the travel expenses shall be made immediately after an invoice is received.

**Article 4. Time of performance and Term Agreement.**

The services called for under the agreement by the contractor on the following dates :  
September 25, 26, and 27, 2019, and January 6,7 2020 from 8 :00-3 :00.

**Article 5. Ownership of Work Product.**

Contractor retains all rights to the contractor's materials. If the contractor's materials are to be used and/or copied for schools other than, Cedar Grove Elementary School, appropriate fees will be paid.

**Article 6. Applicable Laws.**

Contractor agrees to abide by all applicable federal, state, and local laws, rules, and policies.

**In witness whereof**, the parties hereto have executed this agreement on the date herein above first written.

**DISTRICT**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**CONTRACTOR**

Adrienne Kamena

**Company /Contractor's Name**

  
\_\_\_\_\_  
**Authorized Signature**

604-10-4148

**Social Security Number**

1970 N. Leslie St. #374 Pahrump, NV 89060

**Business Address**

189010 #250 Coronado, CA 92178

**Mailing Address**

760-815-4379 audikamena1234@gmail.com

**Contact Information**

## ROCKVALE HIGH SCHOOL

## Chemistry

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
1	50 mL Beaker			\$ 1.76	\$ 2.36			\$ 0.64			\$ 10.85	\$ 26.51
2	100 mL Beaker			\$ 2.16	\$ 2.55			\$ 0.81			\$ 11.76	\$ 28.04
3	150 mL Beaker			\$ 1.88	\$ 2.41			\$ 0.89			\$ 13.58	\$ 25.45
4	250 mL Beaker			\$ 2.16	\$ 2.42			\$ 0.91			\$ 12.08	\$ 27.12
5	400 mL Beaker			\$ 2.99	\$ 2.67			\$ 1.17			\$ 18.99	\$ 31.56
6	600 mL Beaker			\$ 2.99	\$ 3.32			\$ 1.46			\$ 11.09	\$ 20.04
7	1000 mL Beaker			\$ 6.58	\$ 6.14			\$ 2.23			\$ 20.86	\$ 37.76
8	125 mL Flask, Erlenmeyer			\$ 40.24	\$ 3.86			\$ 2.29			\$ 18.71	\$ 35.82
9	250 mL Flask, Erlenmeyer			\$ 3.95	\$ 3.46			\$ 2.21			\$ 23.30	\$ 31.45
10	4000 mL Flask, Erlenmeyer			\$ 34.15	\$ 56.62			\$ -			\$ 37.25	*4.94
11	250 mL Volumetric Flask			\$ 4.99	\$ 19.64			\$ 5.13			\$ 4.19	\$ 24.14
12	1000 mL Volumetric Flask			\$ 9.05	\$ 29.24			\$ 10.67			\$ 8.34	\$ 30.55
13	10 mL Grad. Cylinder			\$ 1.48	\$ 4.27			\$ 2.44		\$ 1.41	\$ 1.07	\$ 34.67
14	25 mL Grad. Cylinder			\$ 2.26	\$ 4.62			\$ 2.69		\$ 2.00	\$ 1.29	\$ 35.39
15	100 mL Grad. Cylinder			\$ 2.03	\$ 6.69			\$ 4.55		\$ 1.95	\$ 29.03	\$ 36.40
16	500 mL Grad. Cylinder			\$ 18.50	\$ 12.70			\$ 6.35			\$ 7.12	\$ -
17	1000 mL Grad. Cylinder			\$ 32.07	\$ 15.23			\$ 12.59			\$ 13.95	\$ -
18	Watch Glass, Borosilicate			\$ 3.31	\$ 2.33			\$ 2.25			\$ 2.33	\$ 1.54
19	Evaporating Dish, Porcelain, Coors			\$ 1.32	\$ 7.98			\$ 2.21			\$ 1.75	\$ 1.53
20	Crucible, Porcelain with lids			\$ 1.79	\$ 2.01			\$ 0.68		\$ 0.99	\$ 0.65	\$ 16.52
21	Crucible, Porcelain with lids			\$ 1.91	\$ 2.51			\$ 0.85		\$ 1.02	\$ 0.70	\$ 20.62
22	Mortar and Pestle Set			\$ 1.68	\$ 6.46			\$ -		\$ 2.10	\$ 1.88	\$ 5.59
23	Mortar and Pestle, Glass			\$ 11.72	\$ 16.49			\$ -			\$ 13.58	\$ -
24	Funnel, Standard Stem			\$ 0.21	\$ 2.98			\$ -			\$ 2.41	\$ 1.14
25	Funnel, Short Stem, Fluted			\$ 1.76	\$ 8.27			\$ 10.20			\$ 10.38	\$ 6.69
26	Stirring Rods, Glass			\$ 5.34	\$ 0.32			\$ 0.19		\$ 0.40	\$ 0.23	\$ 0.21
27	Test Tubes with Rims			\$ 0.54	\$ 0.67			\$ 0.53			\$ 0.24	\$ 0.36
28	Spirit-filled Thermometer			\$ 2.89	\$ 4.49			\$ 6.90		\$ 1.30	\$ 1.29	\$ 4.13
29	Dropping Pipet, Glass				\$ 2.09			\$ -				\$ -
30	Pipets pkg/500			\$ 14.40	\$ 19.23			\$ 25.33			\$ 9.84	\$ 16.94
31	Burets			\$ 14.36	\$ 65.40			\$ 6.60			\$ 65.27	\$ 34.82
32	Buret Replacement Tips			\$ 9.30	\$ 5.59			\$ -			\$ 5.09	\$ -
33	Stoppers, Rubber 1 lb.			\$ 4.09	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
34	Stoppers, Rubber 1 lb.			\$ 4.09	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
35	Stoppers, Rubber 1 lb.			\$ 3.91	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
36	Rubber Stoppers Assortment 1 lb.			\$ 4.84	\$ 12.01			\$ 4.65		\$ 5.00	\$ 5.84	\$ 5.23
37	Stoppers, Cork pkg 100			\$ 6.63	\$ 13.41			\$ 10.48			\$ 7.08	\$ 8.51
38	Glass-a-Matic Hand Saver				\$ 16.87			\$ -				\$ -
39	Beaker Tongs			\$ 2.99	\$ 7.37			\$ 7.46		\$ 3.30	\$ 2.49	\$ 3.19
40	Crucible Tongs			\$ 1.47	\$ 4.75			\$ 2.50		\$ 2.35	\$ 1.99	\$ 2.26
41	Test Tube Clamps			\$ 0.89	\$ 2.44			\$ 0.72		\$ 1.20	\$ 0.75	\$ 0.59
42	Test Tube Brushes			\$ 0.70	\$ 1.31			\$ 0.25			\$ 0.92	\$ 0.39

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
43	Test Tube Brushes			\$ 0.70	\$ 1.51			\$ 0.55			\$ 0.41	\$ 0.49
44	Beaker Brush			\$ 2.97	\$ 7.32			\$ 2.36		\$ 3.00	\$ 14.43	\$ 2.58
45	Scoop without handle			\$ 1.70	\$ 1.53			\$ 0.59		\$ 1.50	\$ 0.51	\$ 0.77
46	Inoculating Loop			\$ 1.78	\$ 2.39			\$ 0.91		\$ 1.90	\$ 1.97	\$ 1.76
47	Thermometer Storage Rack			\$ 21.01	\$ 34.77			\$ 28.67		\$ 47.00	\$ 16.10	\$ 36.96
48	Test Tube Rack - Wood			\$ 4.56	\$ 11.10			\$ 2.08		\$ 3.50	\$ 1.16	\$ 3.60
49	Buret Rack, Flinn			\$ 23.85	\$ 44.12			\$ -				\$ 18.33
50	Pipet Support Stand			\$ 22.52	\$ 26.56			\$ -		\$ 15.00	\$ 18.42	\$ -
51	Wire Gauze			\$ 8.42	\$ 1.74			\$ 1.69		\$ 1.00	\$ 0.71	\$ 4.06
52	Bunsen Burner Rings, Support w/Rod Clamp			\$ 5.78	\$ 8.70			\$ 7.13			\$ 5.68	\$ 3.75
53	Ring Stand			\$ 18.75	\$ 16.80			\$ 17.96		\$ 12.50	\$ 11.95	\$ 25.81
54	Bunsen Burner - Tirrill			\$ 22.06	\$ 24.43			\$ 18.75			\$ 17.96	\$ 17.96
55	Bunsen Burner Tubing-Black 10 ft length			\$ 13.37	\$ 11.63			\$ -				\$ 18.40
56	Black Rubber Tubing 10 ft length			\$ 6.90	\$ 11.32			\$ -				\$ 18.40
58	Flint Lighter				\$ 2.19			\$ 1.72		\$ 1.90	\$ 1.85	\$ 3.93
59	Lighter Flints			\$ 3.22	\$ 2.01			\$ 1.95		\$ 1.10	\$ 0.84	\$ 2.91
60	Microscale Reaction Plates			\$ 1.40	\$ 3.12			\$ 1.44			\$ 1.52	\$ 0.49
61	Triangle, Pipe Stem			\$ 3.53	\$ 2.09			\$ -		\$ 1.10	\$ 0.72	\$ 0.67
62	Double Buret Clamp			\$ 1.36	\$ 27.06			\$ -		\$ 4.50	\$ 5.83	\$ 4.88
63	Single Buret Clamp			\$ 8.54	\$ 9.42			\$ 7.88		\$ 3.80	\$ 2.52	\$ 3.42
64	Thermometer Clamp			\$ 3.71	\$ 15.20			\$ 3.64		\$ 4.39	\$ 4.25	\$ 3.22
65	Aprons	\$ 6.50		\$ 3.02	\$ 13.22			\$ 4.67		\$ 4.00	\$ 10.96	\$ 6.54
66	Goggles	\$ 2.94		\$ 5.86	\$ 7.53			\$ 3.07		\$ 2.90	\$ 1.46	\$ 2.13
67	Full Face Shield			\$ 7.19	\$ 29.94			\$ -			\$ 30.82	\$ 14.62
68	Glass Disposal Container			\$ 6.09	\$ 50.62			\$ -			\$ 20.14	\$ 9.18
69	Wash Bottle, Safety Labeled			\$ 20.86	\$ 5.09			\$ -			\$ 3.02	\$ 5.42
70	Triple Beam Balance			\$ 29.08	\$ 110.21			\$ 93.13		\$ 84.00	\$ 79.99	\$ 72.19
71	Flinn Scientific Electronic Balance			\$ 82.44	\$ 222.33			\$ 220.00		\$ 225.00	\$ 273.35	\$ 631.76
72	Centrifuge, Flinn			\$ 261.22	\$ 4.90			\$ 384.00			\$ 345.02	\$ 261.12
73	Beaker Drying Rack			\$ 544.93	\$ 112.52			\$ -			\$ 105.16	\$ 164.32
74	Flinn Periodic Table			\$ 91.58	\$ 66.16			\$ -			\$ 43.08	\$ 33.32
75	Periodic Table, Giant			\$ 146.25	\$ 144.36			\$ 178.27			\$ 44.64	\$ 99.12
76	Dropping Bottle-Clear Glass, Square, 15ml			\$ 128.88	\$ 3.46			\$ 1.28		\$ 13.00	\$ 1.15	\$ 10.47
77	Replacement Dropper Assembly for AP4683			\$ 16.22	\$ 1.10			\$ 2.31			\$ 4.53	\$ 2.28
78	Dropping Bottle Tray				\$ 6.65			\$ -			\$ 5.01	\$ -
79	Dropping Bottle-Amber Glass, Round, 30 mL			\$ 0.97	\$ 1.59			\$ -			\$ 0.91	\$ -
80	Replacement Dropper Assembly for GP2070				\$ 1.03			\$ -				\$ 2.28
81	Hot Plate, Flinn			\$ 209.18	\$ 224.20			\$ 250.18		\$ 165.00	\$ 224.91	\$ 243.19
82	Hot Plate/Magnetic Stirrer, Flinn			\$ 362.38	\$ 414.20			\$ 426.95		\$ 250.00	\$ 305.22	\$ 366.72
83	Desiccator, Scheibler			\$ 49.87	\$ 58.37			\$ -			\$ 55.58	\$ 83.12

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
84	Stopcock Grease			\$ 21.43	\$ 31.77			\$ -			\$ 19.69	\$ 35.58
85	Dewar Flask, Large			\$ 352.22	\$ 773.15			\$ -			\$ 839.41	\$ -
86	Beads, Solid, Boiling			\$ 7.04	\$ 9.77			\$ -				\$ -
87	Nitrile Acid Gloves Pair Size 8			\$ 1.08	\$ 2.93			\$ -				\$ 4.46
88	Nitrile Acid Gloves pair Size 10			\$ 1.08	\$ 2.93			\$ -				\$ 4.46
89	Zetex Gloves 11" Length pair			\$ 77.64	\$ 55.71			\$ 79.20			\$ 52.77	\$ 74.55
90	Dewar Flask, Large			\$ 366.61	\$ 773.15			\$ -			\$ 839.41	\$ -
91	Meter Stick, Hardwood			\$ 2.12	\$ 3.23			\$ 1.69		\$ 2.30	\$ 1.92	\$ 3.76
92	Organic Small-Group Model Set			\$ 19.45	\$ 283.56			\$ -			\$ 10.54	\$ 15.29
93	DC Bench Meters, Economy			\$ 2.31	\$ 14.29			\$ 10.80		\$ 5.11	\$ 5.46	\$ 7.06
94	DC Bench Meters, Economy			\$ 6.97	\$ 16.15			\$ -		\$ 5.35	\$ 5.57	\$ 7.06
95	Alligator Cords			\$ 3.74	\$ 7.79			\$ -			\$ 6.94	\$ 2.94
96	Spectroscope			\$ 3.55	\$ 7.79			\$ 5.63			\$ 2.34	\$ 22.05
97	Wax Pencil Set				\$ 3.61			\$ -				\$ 9.07
98	Filter Paper, Qualitative, pkgs/100			\$ 1.94	\$ 3.92			\$ 1.81			\$ 1.12	\$ 16.35
99	Filter Paper, Qualitative, pkgs/100			\$ 2.09	\$ 4.72			\$ 2.19			\$ 1.37	\$ 19.87
100	Buchner Funnel Discs			\$ 9.26	\$ 15.47			\$ -				\$ -
101	Buchner Funnel, Polypropylene			\$ 5.36	\$ 11.32			\$ -			\$ 4.06	\$ 2.26
102	Stopper - Buchner Funnel			\$ 4.09	\$ 1.33			\$ -				\$ 4.94
103	Aspirator, Water			\$ 11.84	\$ 14.67			\$ -			\$ 13.13	\$ -
104	250 mL Flask, Filtering			\$ 7.18	\$ 13.15			\$ 5.98			\$ 5.47	\$ 7.74
105	Timer, Stopwatch, Flinn			\$ 10.66	\$ 10.98			\$ -			\$ 10.68	\$ 8.14
106	Deflagration Spoon			\$ 2.46	\$ 4.71			\$ 3.13		\$ 5.00	\$ 4.76	\$ -
107	Ruler, Metric/English, Transparent			\$ 0.37	\$ 0.84			\$ 0.31			\$ 1.05	\$ 1.31
108	Flinn Light Box			\$ 133.33	\$ 96.03			\$ -				\$ 165.99
109	Weighing Dishes, Disposable, pkg 500			\$ 26.95	\$ 28.04			\$ 22.63			\$ 12.60	\$ 21.04
110	Bottle, Carboy, Rectangular HDPE			\$ 138.61				\$ -			\$ 75.24	\$ -
111	Bottle, Carboy, Rectangular HDPE			\$ 92.96	\$ 116.01			\$ -			\$ 62.82	\$ 29.65
112	Bottle, Carboy, Rectangular HDPE			\$ 64.52	\$ 79.42			\$ -			\$ 45.51	\$ 19.92
113	Flinn Chemical Storage Pattern Poster				\$ 3.95			\$ -				\$ -
114	Conductivity Tester			\$ 21.44	\$ 36.82			\$ 22.21			\$ 22.09	*8.63
115	Vacuum pump, hand-operated, Nalgene and tubing provided			\$ 26.13	\$ 102.83			\$ 26.81				\$ 32.41
116	Vacuum Chamber with Plate			\$ 110.63	\$ 158.99			\$ 147.64			\$ 131.64	*60
117	Safety Ladder				\$ 273.30			\$ -			\$ 261.68	\$ 444.59
118	Shelf Lips				\$ 22.50			\$ -				\$ -
119	Flinn MSDS Library - Hard Copy							\$ -				\$ 27.28
120	Flinn Starting with Safety DVD				\$ 92.99			\$ -				\$ -
121	Signs, Safety			\$ 5.23	\$ 15.05			\$ -			\$ 8.89	\$ 10.51
122	Signs, Safety			\$ 7.08	\$ 10.07			\$ -			\$ 16.54	\$ -
123	Signs, Safety			\$ 10.47	\$ 20.79			\$ -			\$ 16.54	\$ 55.96

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
124	Signs, Safety			\$ 10.47	\$ 20.52			\$ -				\$ -
125	Signs, Safety			\$ 22.34	\$ 20.67			\$ -				\$ -
126	Hot Vessel Gripping Device			\$ 15.65	\$ 15.69			\$ 2.83			\$ 6.17	\$ 15.26
127	Demo Tray, Large			\$ 56.19	\$ 68.02			\$ 9.15				\$ -
128	Density Cube Set, Economy Choice			\$ 11.96	\$ 19.61			\$ -		\$ 22.92		\$ 10.54
129	Stool, Step, Kik Step			\$ 64.15	\$ 94.16			\$ -			\$ 57.08	\$ 60.26
130	Organic Teacher Model Set			\$ 38.52	\$ 42.03			\$ -				\$ 38.22
131	Magnetic Stirring Bars			\$ 24.84	\$ 22.23			\$ 17.78			\$ 7.92	\$ 24.51
132	Tesla Coil with ON/OFF Switch			\$ 226.55	\$ 246.47			\$ 243.13			\$ 212.92	\$ 189.33
133	Spectrum Tube System			\$ 255.00	\$ 206.34			\$ 33.00			\$ 171.19	\$ 181.37
134	Spectrum Tube (Neon) - emits red-orange light			\$ 46.25	\$ 34.50			\$ 14.22			\$ 28.21	\$ 15.08
135	Spectrum Tube (hydrogen) - emits magenta light			\$ 46.25	\$ 34.50			\$ 14.22			\$ 28.21	\$ 15.08
136	Spectrum Tube (helium) - emits orange light			\$ 46.25	\$ 34.50			\$ 14.22			\$ 28.21	\$ 15.08
137	Spectrum Tube (nitrogen) - emits yellow-orange			\$ 46.50	\$ 33.82			\$ 14.22			\$ 28.21	\$ 15.08
138	Spectrum Tube (Argon) - emits violet light			\$ 46.25	\$ 33.82			\$ 14.22			\$ 28.21	\$ 15.08
<b>Physical Science</b>												
139	Conversion of Energy Tracks				\$ 39.63			\$ -				\$ 22.02
140	Conversion of Energy Tracks Support Stand				\$ 79.57			\$ -				\$ 22.02
141	Density Identification Set			\$ 30.15	\$ 50.69			\$ 37.03			\$ 21.36	\$ 22.76
142	Density Cube Set			\$ 38.53	\$ 27.51			\$ 19.94		\$ 19.98	\$ 19.40	\$ 23.42
143	Kinetic Energy Ball Drop				\$ 15.96			\$ -				\$ -
144	Bowling Ball Pendulum				\$ 29.53			\$ -				\$ 11.60
145	Magnet Linear Accelerator				\$ 38.46			\$ -				\$ 36.60
146	Simple Machines				\$ 120.08			\$ -			\$ 129.21	\$ 449.95
147	Spring Scale, Pull Type			\$ 1.14	\$ 32.83			\$ 38.40			\$ 1.25	\$ 6.86
148	Ball Set			\$ 49.72	\$ 50.92			\$ 35.59			\$ 50.28	\$ 33.65
149	Cartesian Diver Construction Kit			\$ 9.21	\$ 24.81			\$ -				\$ 9.33
150	Heat and Temperature-Lab Kit				\$ 92.34			\$ -				\$ 59.99
151	Infrared Lamp and Reflector				\$ 37.16			\$ -			\$ 29.18	\$ 6.28
152	Conduction, Convection, and Radiation-Activity				\$ 58.41			\$ -				\$ 58.28
153	Density Box				\$ 29.72			\$ -				\$ 31.18
154	Waves and Sound Lab Kit				\$ 101.99			\$ -				\$ 51.14
155	Triple Beam Balance			\$ 82.44	\$ 110.21			\$ 74.50		\$ 84.00	\$ 79.99	\$ 72.19
156	Flinn Scientific Electronic Balance			\$ 219.21	\$ 209.36			\$ 58.44			\$ 169.39	\$ 229.76
157	Beakers- 50 mL			\$ 1.76	\$ 2.48			\$ 0.64			\$ 0.90	\$ 2.21
158	Beakers- 100 mL			\$ 2.16	\$ 2.67			\$ 0.81			\$ 0.98	\$ 2.34
159	Beakers- 150 mL			\$ 1.65	\$ 2.53			\$ 0.89			\$ 13.58	\$ 25.45
160	Beakers- 250 mL			\$ 2.16	\$ 2.55			\$ 1.52			\$ 12.08	\$ 27.12
161	Beakers- 400 mL			\$ 2.99	\$ 2.83			\$ 1.17			\$ 1.58	\$ 2.63
162	Beakers- 600 mL			\$ 3.06	\$ 3.38			\$ 1.46			\$ 1.85	\$ 1.67

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
163	Beaker- 1000 mL			\$ 6.58	\$ 6.14			\$ 2.23			\$ 1.74	\$ 3.15
164	Hot Vessel Gripping Device			\$ 14.91	\$ 15.69			\$ 2.83			\$ 6.17	\$ 15.26
165	Bottle, Carboy			\$ 89.54	\$ 116.01						\$ 62.82	\$ 29.65
166	Bottle, Wash, Safety Labeled, Wide Mouth			\$ 7.54	\$ 5.09			\$ -			\$ 3.02	\$ 5.42
167	Beaker Brush			\$ 2.94	\$ 9.17			\$ -				\$ 2.58
168	Test Tube Brush			\$ 0.70	\$ 1.60			\$ 6.71			\$ 0.41	\$ 0.50
169	Bunsen Burner			\$ 13.21	\$ 14.97			\$ 9.32			\$ 10.28	\$ 9.79
170	Bunsen Burner tubing, 50 ft				\$ 11.32			\$ -				\$ 18.40
171	Flint Lighter			\$ 3.34	\$ 2.19			\$ 1.72		\$ 1.90	\$ 1.85	\$ 3.93
172	Lighter Flints			\$ 1.45	\$ 2.01			\$ 1.95		\$ 1.10	\$ 0.84	\$ 2.91
173	Periodic Table			\$ 146.25	\$ 66.16			\$ -			*43.08	*33.32
174	Hot Plate, Flinn			\$ 209.18	\$ 243.20			\$ 250.18	\$ 260.00	\$ 165.00	\$ 235.77	\$ 243.19
175	Hot Plate/Magnetic Stirrer, Flinn			\$ 362.37	\$ 414.20			\$ 426.95	\$ 440.00	\$ 250.00	\$ 305.22	\$ 366.72
176	Test Tube Clamps			\$ 0.89	\$ 2.44			\$ 0.72		\$ 1.20	\$ 0.76	\$ 0.59
177	Graduated Cylinder-10 mL (case of 30)			\$ 3.40	\$ 4.27			\$ 2.44		\$ 1.41	\$ 1.07	\$ 2.89
178	Graduated Cylinder-25 mL (case of 30)			\$ 5.30	\$ 4.62			\$ 2.69		\$ 2.00	\$ 1.29	\$ 2.94
179	Graduated Cylinder-50 mL (case of 30)			\$ 5.52	\$ 5.16			\$ 3.73		\$ 1.87	\$ 1.51	\$ 3.24
180	Graduated Cylinder-100 mL (case of 30)			\$ 6.61	\$ 6.69			\$ 4.55		\$ 1.95	\$ 2.33	\$ 3.03
181	Erlenmeyer Flask- 125 mL (pkg 12)			\$ 3.62	\$ 3.86			\$ 2.29			\$ 1.56	\$ 2.99
182	Erlenmeyer Flask- 250 mL (pkg 12)			\$ 3.60	\$ 3.46			\$ 2.21			\$ 1.94	\$ 2.62
183	Rubber Stoppers			\$ 3.91	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
184	Rubber Stoppers			\$ 11.87	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
185	Rubber Stoppers			\$ 4.09	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
186	Rubber Stoppers			\$ 4.09	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.94
187	Hot Plate, Flinn			\$ 211.67	\$ 224.20			\$ 250.18	\$ 260.00	\$ 155.00	\$ 224.91	\$ 243.19
188	Light Box, Flinn			\$ 133.33	\$ 96.03			\$ -				\$ 165.99
189	Metric Stick, Hardwood			\$ 2.13	\$ 3.23			\$ 1.69		\$ 2.30	\$ 1.92	\$ 3.76
190	Ruler (10 pack)			\$ 0.37	\$ 1.18			\$ 3.10			\$ 9.68	\$ 0.15
191	Parafilm			\$ 18.93	\$ 21.67			\$ 21.33			\$ 20.74	\$ 20.96
192	Litmus Paper-Blue (12 pack)			\$ 0.80	\$ 0.99			\$ 0.72		\$ 0.67	\$ 0.74	\$ 0.75
193	Litmus Paper-Red (12 pack)			\$ 0.80	\$ 0.95			\$ 0.72		\$ 0.67	\$ 0.75	\$ 0.75
194	Ever-Safe Thermometer, (12 pack)			\$ 33.48	\$ 9.31			\$ 88.33			\$ 36.84	\$ 7.58
195	Thermometer Storage Rack			\$ 20.52	\$ 34.77			\$ -		\$ 45.00	\$ 16.10	\$ 36.96
196	Stopwatch			\$ 10.95	\$ 10.98			\$ -			\$ 10.68	\$ 8.14
197	Timers (12 pack)				\$ 72.92			\$ 2.63			\$ 3.02	\$ 2.48
198	Test Tubes-20 mL, pkg 50			\$ 0.45	\$ 0.59			\$ -			\$ 0.22	\$ 0.39
199	Test Tube Rack			\$ 4.40	\$ 11.10			\$ -		\$ 4.09	\$ 1.16	\$ 3.60
200	Visor Goggles			\$ 5.86	\$ 6.35			\$ 6.74			\$ 5.60	\$ -
201	Lens Cleaning Towlettes			\$ 5.53	\$ 10.53			\$ -			\$ 5.87	\$ 10.67
202	Acid-Base Test Kit I				\$ 48.22			\$ -				\$ 56.10
203	Reaction Plate			\$ 44.62	\$ 3.12			\$ -			\$ 7.60	\$ 4.89
204	Introduction to Electron Structure Kit				\$ 29.94			\$ -				\$ 170.36
205	Naming Atoms-Elements, Ions, and Isotopes				\$ 39.06			\$ -				\$ -



Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
206	Atomic Target Practice				\$ 34.35			\$ -				\$ -
207	Natural Indicators-Acids, Bases, and the pH scale				\$ 49.10			\$ -				\$ -
208	Balancing Equations Kit				\$ 31.05			\$ -				\$ -
209	Chemical Reactions Kit				\$ 94.85			\$ -				\$ -
210	What is an Element?				\$ 18.20			\$ -				\$ -
211	Boyle's Law in a Bottle Kit				\$ 47.23			\$ -				\$ -
212	Bicycle Pump with Gauge and Release Valve				\$ 56.35			\$ -				*4.84
213	Properties of Gases and Gas Laws Kit				\$ 38.00			\$ -				\$ -
214	Chemistry of Gases Classroom Equipment Kit				\$ 62.62			\$ -				\$ -
215	It's All About Density-Introduction Lab Kit				\$ 24.70			\$ -				\$ -
216	BRIGHT Atom-Model				\$ 36.14			\$ 41.36			\$ 31.16	\$ 33.91
217	Make a Mole Kit				\$ 21.05			\$ -				\$ 52.77
218	Mole Box			\$ 5.35	\$ 7.33			\$ -			\$ 5.98	\$ 6.21
219	Water Distiller			\$ 725.32				\$ -			\$ 313.67	\$ 297.33
220	Aprons	\$ 6.50		\$ 2.92	\$ 5.24			\$ 1.73		\$ 1.67	\$ 1.92	\$ 16.52
221	Gloves			\$ 20.52	\$ 4.22			\$ -			\$ 2.58	\$ 21.86
219	Safety Ladder				\$ 273.30			\$ -			\$ 261.68	\$ 444.59
220	Beral-Type Pipet			\$ 14.40	\$ 19.23			\$ 25.33			\$ 9.84	\$ 16.94

**Physics**

221	Hot Plate/Magnetic Stirrer, Flinn			\$ 366.70	\$ 414.20			\$ 426.95	\$ 440.00	\$ 160.00	\$ 305.22	\$ 366.72
222	Flinn Scientific Electronic Balance			\$ 258.14	\$ 222.33			\$ 220.00			\$ 273.35	\$ 631.76
223	hooked weight set			\$ 85.13	\$ 99.75			\$ 50.16			\$ 69.45	\$ 46.02
224	slotted weight set			\$ 78.26	\$ 117.50			\$ 72.73			\$ 96.31	\$ 79.58
225	spring scales			\$ 6.00	\$ 11.63			\$ 6.57			\$ 3.23	\$ 6.29
226	spring scales			\$ 6.63	\$ 11.63			\$ 6.57			\$ 3.23	\$ 6.29
227	c-clamps			\$ 9.49	\$ 9.96			\$ -		\$ 5.50		\$ 5.32
228	double tandem pulley			\$ 1.15	\$ 6.08			\$ 2.01		\$ 2.25	\$ 1.60	\$ 1.47
229	pulley w/clamp			\$ 6.87	\$ 12.01			\$ 16.62			\$ 4.34	\$ 4.89
230	Inclined Plane Set			\$ 25.29	\$ 104.69			\$ 31.69				\$ 25.07
231	Lever Lab Kit				\$ 59.17			\$ -				\$ -
232	Air Tracks			\$ 408.40	\$ 564.38			\$ 507.35				\$ 414.10
233	Air Source			\$ 206.14	\$ 63.61			\$ -				\$ 162.67
234	Hall's carts				\$ 21.55			\$ -		\$ 8.50	\$ 5.11	\$ 7.04
235	Meter Sticks			\$ 5.64	\$ 4.75			\$ 1.94		\$ 3.00	\$ 3.31	\$ 1.32
236	Stopwatches			\$ 11.52	\$ 10.98			\$ -			\$ 10.68	\$ 8.14
237	Friction Blocks Kit				\$ 69.54			\$ -				\$ 17.21
238	Ballistic Pendulums			\$ 41.34	\$ 46.59			\$ 44.96				\$ 32.24
239	Projectile Launcher			\$ 64.72	\$ 95.53			\$ 71.93			\$ 35.54	\$ 64.68
240	Beakers			\$ 0.70	\$ 1.96			\$ 3.11		\$ 1.50	\$ 0.48	\$ 2.26
241	Beakers			\$ 1.70	\$ 4.28			\$ 4.60		\$ 2.50	\$ 1.03	\$ 6.29
242	Graduated Cylinders			\$ 4.85	\$ 11.24			\$ 5.24			\$ 5.66	\$ 3.92
243	5 Gallon Buckets			\$ 22.76	\$ 15.28			\$ 4.66				\$ 9.08
244	Thermometers			\$ 2.89	\$ 4.49			\$ 1.51		\$ 1.30	\$ 1.29	\$ 4.13
245	Calorimeters			\$ 12.90	\$ 26.60			\$ 9.71			\$ 13.40	\$ 7.33
246	Bunsen Burners			\$ 13.20	\$ 14.97			\$ 9.32			\$ 10.28	\$ 9.79
247	Springs				\$ 38.00			\$ -				*3.61



## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
248	Slinkies			\$ 7.21	\$ 7.26			\$ 3.85		\$ 4.00	\$ 4.24	\$ 3.06
249	Wave Demonstration (snakey)			\$ 17.42	\$ 21.55			\$ 9.40		\$ 8.50	\$ 5.98	\$ 13.39
250	Set of Tuning Forks			\$ 22.02	\$ 38.30			\$ 6.25		\$ 12.00	\$ 12.29	\$ 11.62
251	Rubber Mallets			\$ 1.97	\$ 5.05			\$ 1.48		\$ 1.70	\$ 1.25	\$ 1.59
252	String Vibrator				\$ 57.46			\$ -			\$ 31.36	\$ 202.99
253	Sound Level Meter				\$ 189.20			\$ 64.51			\$ 186.82	\$ 89.99
254	Geiger Counter			\$ 250.23	\$ 285.61			\$ -			\$ 255.51	\$ -
255	Rotational Turntable			\$ 35.18	\$ 44.23			\$ -			\$ 47.86	\$ 33.54
256	Van de Graff Generator			\$ 522.93	\$ 544.35			\$ 497.35			\$ 237.23	\$ 117.40
257	Van de Graff Generator Replacement Belt			\$ 11.32	\$ 36.02			\$ 33.00			\$ 13.18	\$ 117.40
258	Tesla Coil			\$ 226.55	\$ 246.47			\$ 243.13			\$ 212.92	\$ 189.33
259	Constant Velocity Cars				\$ 27.59			\$ 8.36				\$ 17.08
260	Hot Wheels Track and Cars							\$ -				\$ -
261	Spectrum Tube			\$ 14.30	\$ 31.92			\$ 14.22		\$ 13.00	\$ 9.60	\$ 15.08
262	Spectrum Tube			\$ 14.32	\$ 32.87			\$ 14.22		\$ 13.00	\$ 11.23	\$ 15.08
263	Spectrum Tube			\$ 14.38	\$ 32.87			\$ 14.22		\$ 13.00	\$ 9.60	\$ 15.08
264	Spectrum Tube			\$ 15.65	\$ 44.65			\$ 15.08		\$ 13.00	\$ 15.09	\$ 15.08
265	Spectrum Tube			\$ 14.30	\$ 32.87			\$ 14.22		\$ 13.00	\$ 9.60	\$ 15.08
266	Spectrum Tube			\$ 14.37	\$ 33.33			\$ 14.22		\$ 13.00	\$ 9.60	\$ 15.08
267	Spectrum Tube Power Supply			\$ 124.01	\$ 172.90			\$ 124.00		\$ 130.00	\$ 108.08	\$ 125.58
268	Blackboard Optics Kit			\$ 1,078.70	\$ 1,163.45			\$ -				\$ -
269	Transformer				\$ 198.06			\$ -				\$ -
270	Vacuum Tube			\$ 26.51	\$ 71.25			\$ -			\$ 49.09	\$ 207.31
271	Vacuum Pump			\$ 595.09	\$ 614.50			\$ -			\$ 582.83	\$ 667.51
272	Vacuum Tubing			\$ 14.76	\$ 20.33			\$ -			\$ 14.19	\$ 10.13
273	Remagnetizer			\$ 146.05	\$ 145.62			\$ 40.56			\$ 43.82	\$ -
274	Fiber Optic Cable				\$ 9.23			\$ -				\$ -
275	Copper Wire			\$ 3.51	\$ 11.36			\$ 3.33				\$ 4.76
276	Copper Wire			\$ 12.68	\$ 10.83			\$ 3.33				\$ 4.76
277	Copper Wire			\$ 7.34	\$ 10.83			\$ 3.33				\$ -
278	Fishing Line			\$ 2.99	\$ 5.51			\$ 0.68			\$ 2.40	\$ -
279	String			\$ 1.59	\$ 1.22			\$ -				\$ 6.79
280	Electrostatics-Multi Demonstration Kit				\$ 106.51			\$ -				\$ -
281	Electric Field Mapping Demonstration Kit				\$ 92.19			\$ -			\$ 81.06	\$ 67.61
282	Batteries			\$ 4.91	\$ 7.08			\$ 3.86			\$ 5.13	\$ 3.01
283	Miniature Light Bulbs			\$ 2.65	\$ 1.37			\$ -			\$ 2.20	\$ 2.53
284	Batteries			\$ 3.47	\$ 4.03			\$ 2.41			\$ 2.19	\$ 0.97
285	Electronic Snap Circuits Kit			\$ 41.01	\$ 57.23			\$ 41.29			\$ 77.86	\$ 31.81
286	Capacitor Super Value Lab Kit				\$ 41.00			\$ -				\$ -
287	Multimeters			\$ 10.06	\$ 29.45			\$ 27.99		\$ 7.25	\$ 6.77	\$ 19.99
288	Alligator Cords			\$ 3.73	\$ 7.79			\$ 5.40			\$ 6.94	\$ 2.94
289	Resistance Super Value Lab Kit				\$ 25.88			\$ -				\$ 39.09
290	Alligator Clips with ana Plug			\$ 3.52	\$ 4.86			\$ 10.46			\$ 2.03	\$ 4.00
291	Lamp receptacles			\$ 0.78	\$ 1.56			\$ -			\$ 5.04	\$ 0.68
292	Knife Switches			\$ 2.42	\$ 3.42			\$ 0.65			\$ 2.40	\$ 5.68
293	DC Motors				\$ 2.36			\$ 1.93				\$ -

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
294	AC/DC Power Supplies			\$ 93.76	\$ 178.60			\$ 143.94			\$ 138.40	\$ 110.06
295	Bar Magnet			\$ 7.31				\$ 5.76		\$ 7.50	\$ 9.40	\$ 2.55
296	Ceramic Disc Magnets			\$ 4.34	\$ 5.28			\$ -			\$ 0.75	\$ 2.09
297	Horseshoe Magnets			\$ 3.38	\$ 15.16			\$ 6.40		\$ 10.00		\$ 2.12
298	Ring Magnets			\$ 1.00	\$ 1.90			\$ 7.67				\$ 4.71
299	Lenz Law Apparatus			\$ 12.77	\$ 15.62			\$ -			\$ 8.56	\$ 11.20
300	Bracken's Demonstration Spinner				\$ 22.46			\$ -				\$ -
301	Air Core Solenoid			\$ 64.32	\$ 126.96			\$ -			\$ 59.31	\$ 21.96
302	Build an AC Generator Kit				\$ 105.98			\$ -				\$ -
303	Genecon Generator			\$ 30.32	\$ 54.80			\$ 7.77			\$ 47.45	\$ 48.99
304	Compasses			\$ 4.06	\$ 21.39			\$ 50.00			\$ 4.97	\$ 3.01
305	Color and Light Demo Kit				\$ 35.80			\$ -				\$ 166.65
306	Color filters			\$ 12.97	\$ 6.42			\$ 2.27			\$ 5.60	\$ 3.05
307	Reflection and Refraction Kits				\$ 32.91			\$ -				\$ 86.65
308	Meter Stick Optics Bench Kit			\$ 11.56	\$ 31.46			\$ -			\$ 6.64	\$ 24.92
309	Light Source (bulb holders for optics bench)			\$ 1.10	\$ 2.36			\$ -				\$ 38.18
310	Mirror, Flat, Acrylic			\$ 19.13	\$ 2.51			\$ -			\$ 7.31	\$ 0.86
311	Mirror, Convex, Spherical, Glass				\$ 3.19			\$ 1.87		\$ 2.50		\$ -
312	Mirror, Concave, Spherical, Glass				\$ 3.19			\$ 1.87		\$ 2.25		\$ -
313	Mirror, Convex, Spherical, Glass				\$ 4.14			\$ 3.38		\$ 2.30		\$ 1.69
314	Mirror, Concave, Spherical, Glass				\$ 3.95			\$ 3.38		\$ 3.25		\$ 1.49
315	Basic Ray Optics Set			\$ 76.47				\$ 173.70		\$ 3.20		\$ 149.51
316	Light Source (bulb holders for optics bench)			\$ 0.81	\$ 2.36			\$ -				\$ 38.18
317	Lens, double concave				\$ 2.96			\$ -		\$ 1.30	\$ 0.73	\$ 0.66
318	Lens, double concave			\$ 0.94	\$ 3.31			\$ -		\$ 2.30	\$ 0.75	\$ 0.98
319	lens, double convex			\$ 1.64	\$ 3.80			\$ 1.46		\$ 1.30	\$ 0.69	\$ 0.61
320	lens, double convex				\$ 2.93			\$ -				\$ 0.80
321	Equilateral Prism Set			\$ 7.02	\$ 20.10			\$ 8.00				\$ 11.05
322	Laser, 0.8 mW, unmodulated			\$ 317.85	\$ 478.69			\$ -			\$ 425.56	\$ 419.99
323	Polarizing Film			\$ 30.16	\$ 29.03			\$ 13.26		\$ 21.50	\$ 12.58	\$ 23.05
324	Diffraction Grating Film				\$ 14.17			\$ -			\$ 3.95	\$ -
325	C-Spectra				\$ 17.33			\$ -				\$ -
326	Spectroscope			\$ 3.55	\$ 7.79			\$ 5.63			\$ 2.34	\$ 22.05
327	Mechanical Breadboards							\$ -			\$ 5.81	\$ 9.36
328	Pascal's Law Tubes			\$ 12.64				\$ -			\$ 9.86	\$ 3.67
329	Tool Kits							\$ -				\$ 22.65
330	Hack Saw				\$ 7.52			\$ -				\$ 17.54
331	Nut/Washer Set				\$ 25.85			\$ -				\$ -
332	Torque Wrench							\$ -				\$ 119.78
<b>Biology</b>												
333	Flinn Scientific Electronic Balance			\$ 164.99	\$ 209.36			\$ 58.44			\$ 169.39	\$ 229.76
334	Flinn Scientific Electronic Balance			\$ 266.66	\$ 234.08			\$ 220.00			\$ 273.35	\$ 631.76
335	Hot Plate, Flinn			\$ 209.18	\$ 224.20			\$ 250.18	\$ 260.00	\$ 159.00	\$ 224.91	\$ 243.19
336	Mortar			\$ 11.82	\$ 13.51			\$ -			\$ 3.43	\$ 5.47
337	Mortar			\$ 3.55	\$ 14.67			\$ -			\$ 3.83	\$ 5.59

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
338	Pestle			\$ 12.39	\$ 14.63			\$ -			\$ 3.75	\$ -
339	Pestle			\$ 13.05	\$ 15.92			\$ -			\$ 3.98	\$ -
340	Hot Plate/Magnetic Stirrer, Flinn			\$ 364.09	\$ 356.44			\$ 426.95	\$ 440.00	\$ 247.00	\$ 305.22	\$ 193.33
341	5-gallon Plastic Bucket w/ lids			\$ 22.76	\$ 15.28			\$ 4.66				\$ 9.08
342	Immersion Oil, Type B			\$ 7.13				\$ 10.00		\$ 8.00	\$ 6.31	\$ -
343	Immersion Oil Cleaner			\$ 15.68				\$ -			\$ 1.63	\$ 1.56
344	Blue Ice Pan			\$ 43.65				\$ -			\$ 29.00	\$ -
345	Nutrient Agar			\$ 83.62	\$ 79.84			\$ -		\$ 49.00	\$ 113.03	\$ 72.99
346	Benedict's Qualitative Solution			\$ 11.18	\$ 6.73			\$ 10.00			\$ 9.82	\$ 5.74
347	Biuret's Reagent Solution			\$ 7.15	\$ 10.34			\$ -			\$ 7.64	\$ 7.04
348	Chromatography Solvent			\$ 9.48	\$ 12.81			\$ 13.48			\$ 11.56	\$ 13.69
349	Ethyl Alcohol			\$ 19.79	\$ 21.59			\$ 49.22			\$ 63.62	\$ 26.62
350	Iodine Solution			\$ 25.00				\$ -			\$ 28.93	\$ 24.67
351	Methyl Alcohol			\$ 22.89				\$ 8.64			\$ 8.12	\$ 3.56
352	Phenolphthalein			\$ 4.64				\$ 3.20			\$ 3.82	\$ 3.34
353	D-glucose anhydrous			\$ 9.81	\$ 7.37			\$ 7.01			\$ 7.45	\$ 2.68
354	Bromothymol blue			\$ 6.98	\$ 15.58			\$ -			\$ 12.43	\$ 12.01
355	Chromatography paper roll			\$ 34.52	\$ 38.27			\$ 1.77			\$ 30.82	*1.77
356	Graduated pipets			\$ 11.50				\$ 4.75			\$ 9.84	\$ 3.60
357	Sudan III			\$ 7.67	\$ 5.62			\$ 4.97			\$ 4.35	\$ 4.21
358	Plant Cell Poster	\$ 21.80		\$ 17.43				\$ -			\$ 10.95	\$ 16.00
359	Animal Cell Poster	\$ 21.80			\$ 20.48			\$ -			\$ 12.01	\$ 16.00
360	Cell Energy Posters							\$ -			\$ 27.51	\$ -
361	Mitosis Poster	\$ 21.80		\$ 17.43	\$ 20.75			\$ -			\$ 10.95	\$ 13.31
362	Meiosis Poster	\$ 21.80		\$ 17.43	\$ 19.76			\$ -			\$ 10.95	\$ 13.31
363	Cyber Anatomy 3D Software Fetal Pig							\$ -				\$ -
364	1.5 V Alkaline Batteries			\$ 4.19	\$ 1.42			\$ 0.46			\$ 0.42	\$ 9.94
365	1.5 V Alkaline Batteries			\$ 4.07	\$ 1.65			\$ 0.45			\$ 0.26	\$ 8.29
366	Outlet Strips			\$ 26.73	\$ 16.91			\$ 9.37			\$ 8.89	\$ 24.63
367	Precision Screwdriver Set				\$ 6.69			\$ -			\$ 3.29	\$ 5.19
368	Amber Glass Dropping Bottles			\$ 11.20	\$ 1.59			\$ -		\$ 9.50	\$ 9.67	\$ 8.55
369	Glass Dropping Bottles				\$ 2.74			\$ -			\$ 2.90	\$ 1.47
370	HDPE Narrow Mouth Bottles with Screw Cap			\$ 15.94				\$ -			\$ 11.66	\$ 22.04
371	Heavy-Duty Metal Cart			\$ 296.12				\$ -			\$ 316.26	\$ 126.96
372	Egg Albumin			\$ 28.20	\$ 40.70			\$ 54.67			\$ 38.16	\$ 36.72
373	Emergency Spill Clean-Up Kit			\$ 85.09	\$ 178.60			\$ -		\$ 82.00	\$ 89.84	\$ 64.67
374	Bottle and Cylinder brush			\$ 2.24				\$ 2.36			\$ 1.44	\$ 2.13
375	Counter Brush			\$ 7.86				\$ -			\$ 7.97	\$ 19.00
376	Aluminum Metersticks			\$ 14.49				\$ -			\$ 9.56	\$ -
377	Aluminum 30cm school ruler			\$ 4.32	\$ 5.25			\$ -			\$ 2.24	\$ 1.39
378	Boreal2 Stereomicroscope - HM, 2X, 4X, LED Corded			*194.52	\$ 238.26			\$ 198.70		*120	\$ 197.62	\$ 207.25
379	Boreal2 Advanced Microscope, Binocular			*396.06				\$ 279.79		*247.88	\$ 514.00	*424.09
380	Boreal2 Advanced Digital Stereomicroscope, 1280 x 1024 Pixel Camera			*480.19				\$ 337.35			\$ 635.83	*578.94
381	Boreal Micro Cleaning Kit			*74.37				\$ -			\$ 91.74	*22.77
382	Mini Sharpener							\$ -			\$ 4.17	\$ -

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
383	2" Nickel plated t-pins			\$ 2.97	\$ 10.91			\$ 11.82			\$ 7.83	\$ 0.75
384	Animal Meiosis spermatogenesis							\$ -			\$ 11.05	\$ 15.18
385	25 Capacity Cardboard Slide box			\$ 1.40	\$ 3.42			\$ -			\$ 1.39	\$ 1.74
386	Blood Typing Poster				\$ 21.01			\$ -			\$ 23.59	\$ -
387	New Path Interactive Whiteboard Science Lessons			\$ 24.11				\$ -				\$ -
388	New Path Interactive Whiteboard Science Lessons			\$ 24.11	\$ 25.04			\$ -				\$ -
389	New Path Interactive Whiteboard Science Lessons			\$ 24.11				\$ -				\$ -
390	New Path Interactive Whiteboard Science Lessons			\$ 24.11				\$ -				\$ -
391	New Path Interactive Whiteboard Science Lessons			\$ 24.11				\$ -				\$ -
392	New Path Interactive Whiteboard Science Lessons			\$ 24.11	\$ 25.04			\$ -			\$ 77.05	\$ -
393	New Path Interactive Whiteboard Science Lessons			\$ 24.11				\$ -				\$ -
394	New Path Interactive Whiteboard Science Lessons			\$ 24.11	\$ 25.04			\$ -				\$ -
395	Visualizing Cell Processes DVD Series							\$ -				\$ -
396	Visualizing Cell Processes DVD Series							\$ -			\$ 51.92	\$ -
397	Visualizing Cell Processes DVD Series							\$ -				\$ -
398	Wards Dissection DVD's			\$ 19.99				\$ -	*49.95		\$ 76.64	\$ 113.78
399	Wards Dissection DVD's							\$ -	*49.95		\$ 106.52	*52.5
400	Cotton String				\$ 2.32			\$ 1.77			\$ 1.12	\$ 7.40
401	Square Carboy			\$ 66.60	\$ 147.06			\$ -			\$ 75.24	\$ 72.59
402	General Epithelial Tissues slide Set							\$ -			\$ 37.99	\$ -
403	Intro Connective Tissues Slide set							\$ -			\$ 88.49	\$ -
404	Intro Muscles Tissues Slide Set							\$ -			\$ 81.99	\$ -
405	Intro Nerve tissues set							\$ -			\$ 81.99	\$ -
406	Mammalian Urogenital Museum Mount							\$ -			\$ 611.78	\$ -
407	Dimensional Man			\$ 28.80				\$ 39.99			\$ 29.15	\$ 376.91
408	Altay Sexless Open Back Torso Model		\$ 771.75	*154.10	\$ 717.67			\$ 349.62		\$ 350.00	\$ 571.43	\$ 594.85
409	Student Version: Male w/visible Muscle system			\$ 493.82				\$ -				\$ 537.60
410	Altay Circulatory System Model		\$ 242.55	\$ 290.92				\$ 269.60		\$ 150.00	\$ 245.99	\$ 132.00
411	3B Oversized Heart Physiology Model		\$ 449.82	\$ 276.21				\$ -	\$ 450.00	\$ 360.00	\$ 350.71	*51.87
412	Altay Digestive System Model		\$ 310.46	\$ 374.13	\$ 379.62			\$ 269.96		\$ 150.00	\$ 375.00	*53.33
413	Altay Pelvis & Urinary System Model		\$ 171.11	\$ 64.00				\$ 37.52				\$ 118.67
414	Altay Kidney Model		\$ 125.52	\$ 25.86	\$ 67.26			\$ 61.39		\$ 25.00	\$ 78.57	\$ 100.79
415	Altay Skin Model		\$ 201.98	\$ 256.61	\$ 261.11			\$ 70.67		\$ 65.00	\$ 85.00	\$ 46.67
416	Introductory Brain Model		\$ 155.23	\$ 77.05	\$ 78.05			\$ -	\$ 140.00	\$ 119.00	\$ 102.80	\$ 120.00
417	Male Pelvis model		\$ 210.80	\$ 34.30	\$ 318.55			\$ 175.50			\$ 53.91	\$ 120.00
418	Female Pelvis model		\$ 210.80	\$ 63.29	\$ 154.01			\$ 175.50			\$ 53.58	\$ 180.79
419	Basic uterus/ovary model		\$ 80.70	\$ 51.59				\$ -	\$ 89.99		\$ 50.06	\$ 166.67
420	3B Eye w/eyelid model		\$ 134.95	\$ 299.69	\$ 60.42			\$ -		\$ 290.00	\$ 284.08	\$ 93.60
421	3B Ear Model		\$ 210.80	\$ 136.01	\$ 61.83			\$ 155.20	\$ 950.00	\$ 149.00	\$ 141.71	\$ 118.40
422	3B Flexible Ligamentary Muscular Skeleton		\$ 1,022.53	\$ 804.00	\$ 513.47			\$ 440.00		\$ 819.00	\$ 815.00	\$ 586.38
423	High intensity pen light			\$ 14.72	\$ 16.04			\$ 1.67			\$ 17.76	\$ 5.61
424	Gray's Anatomy : A Fact Filled Coloring Book							\$ -			\$ 9.12	\$ -
425	Virtual Dissection: Human Anatomy Bundle							\$ -				\$ -
426	Glass Disposal Box		\$ 60.42	\$ 21.63	\$ 50.62			\$ -			\$ 20.14	\$ 55.08
427	Plant Light Bank		\$ 230.91	\$ 331.39				\$ 258.38				\$ -
428	Microspatula/spoon		\$ 6.13	\$ 27.44	\$ 1.71			\$ 1.49		\$ 2.30	\$ 0.88	\$ 1.46

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
429	PTC Paper, 12 pk		\$ 4.19	\$ 14.91	\$ 1.66			\$ 1.43		\$ 12.00	\$ 1.03	\$ 14.33
430	Pop-It Beads Set		\$ 87.27					\$ -				\$ 45.06
431	Carolina Water Bath		\$ 475.40	\$ 565.33				\$ 331.25			\$ 497.44	\$ 439.99
432	Digital Incubator		\$ 807.94	\$ 671.34				\$ 736.10			\$ 636.50	\$ 530.77
433	Carolina Student Pipettors		\$ 273.42	\$ 21.40				\$ -		\$ 60.00	\$ 125.52	\$ 17.54
434	Electrophoresis Chambers and Power Supply		\$ 692.37	\$ 485.29				\$ -			\$ 412.83	\$ 359.99
435	TAE Buffer		\$ 19.40	\$ 26.82	\$ 17.78			\$ -			\$ 10.55	\$ 11.10
436	Agarose		\$ 60.42	\$ 32.64	\$ 44.76			\$ 36.33		\$ 35.00	\$ 30.67	\$ 32.69
437	Carolina Student Pipettors		\$ 273.42	\$ 28.75	\$ 163.36			\$ -		\$ 60.00	\$ 120.59	\$ 17.54
438	Micropipet Tips (1-200uL)		\$ 89.52	\$ 12.55				\$ -			\$ 41.69	\$ 15.99
439	Ultra Micropipet Tips (.5-10 uL)		\$ 62.18	\$ 34.46	\$ 36.67			\$ -			\$ 16.03	\$ 17.99
440	Fast Release Pipette Pump III		\$ 19.18	\$ 14.06	\$ 14.93			\$ -			\$ 13.81	\$ 17.12
441	Fast Release Pipette Pump III		\$ 20.15	\$ 14.35	\$ 15.20			\$ -			\$ 13.86	\$ 17.54
442	Fast Release Pipette Pump III		\$ 27.61	\$ 19.18	\$ 20.79			\$ -			\$ 18.52	\$ 23.33
443	Polystyrene, Disposable, Sterile, Serological Pipets		\$ 21.76	\$ 8.68				\$ -				\$ 4.96
444	Polystyrene, Disposable, Sterile, Serological Pipets		\$ 30.30	\$ 6.14				\$ -			\$ 30.30	\$ 8.40
445	Polystyrene, Disposable, Sterile, Serological Pipets		\$ 31.22	\$ 10.85				\$ -			\$ 31.20	\$ 9.13
446	Polystyrene, Disposable, Sterile, Serological Pipets		\$ 33.07	\$ 9.07				\$ -			\$ 75.50	\$ 11.86
447	Fastpette V2 Pipet Controller		\$ 326.34	\$ 177.22				\$ -			\$ 124.62	\$ -
448	Fastpette V2 Pipet Controller Filter		\$ 21.17	\$ 19.18				\$ -			\$ 4.86	\$ -
449	Fastpette V2 Pipet Controller Filter		\$ 20.29	\$ 15.34				\$ -			\$ 5.86	\$ -
450	microcentrifuge tubes, 1.5 mL, polypropylene		\$ 51.82	\$ 17.23				\$ -			\$ 10.61	\$ 8.19
451	parafilm		\$ 23.77	\$ 22.95	\$ 20.37			\$ -			\$ 18.26	\$ 21.10
452	Carolina Parafilm Dispenser		\$ 104.96	\$ 80.01				\$ -			\$ 44.22	\$ -
453	Labeling Tape		\$ 57.33	\$ 39.31				\$ 64.00			\$ 12.53	\$ 42.68
454	Tape Dispenser		\$ 65.27	\$ 24.59				\$ 169.60			\$ 50.14	\$ 33.76
455	Dialysis tubing		\$ 54.02	\$ 56.93				\$ 26.71			\$ 40.17	\$ 44.44
456	Economical Digital Blood Pressure Monitor		\$ 75.85	\$ 44.85	\$ 28.96			\$ 59.33			\$ 28.67	\$ 55.52
457	Lightweight Nursescope		\$ 18.74	\$ 8.82				\$ 4.53			\$ 4.00	\$ 6.79
458	Carolina Visual Perception Kit		\$ 134.06					\$ -				\$ -
459	Tuning Forks		\$ 12.57	\$ 3.65	\$ 10.64			\$ 3.67		\$ 2.95	\$ 3.09	\$ 2.64
460	Carolina Reflexes and Reactions Kit		\$ 87.32		\$ 31.62			\$ -				\$ -
461	Large Animal Dissection Tray	\$ 19.33	\$ 51.77	\$ 41.63	\$ 45.60			\$ 15.49			\$ 23.72	\$ -
462	Large Animal Dissection Tray Replacement Dissecto Flex-pad	\$ 11.35	\$ 21.26	\$ 4.66	\$ 21.20			\$ -			\$ 15.82	\$ -
463	Pig Embryo, Injected Biosmount Prep		\$ 388.08	\$ 455.79	\$ 119.70			\$ -			\$ 538.53	\$ 8.32
464	Sheep brain, Biosmount Prep		\$ 251.37	\$ 299.06				\$ -				\$ 9.05
465	Mammal Heart Biosmount Prep		\$ 361.62	\$ 419.34				\$ -				\$ 19.37
466	Pig Kidney, injected Biosmount Prep		\$ 220.50					\$ -				\$ 51.67
467	Cat Anatomy, Biosmount Prep		\$ 652.68	\$ 740.00				\$ -				\$ -
468	Botany Survey Set		\$ 255.78	\$ 68.23				\$ -				\$ 144.86
469	Advanced Animal Survey Set		\$ 251.07	\$ 240.89	\$ 203.30			\$ -				\$ 222.10
470	Onion Mitosis, Is		\$ 6.39	\$ 2.88	\$ 6.95			\$ 1.49		\$ 3.00	\$ 1.94	\$ 15.18
471	Beginners Slide set		\$ 52.04	\$ 71.82	\$ 17.86			\$ 10.00				\$ 36.11
472	Basic Anatomy Atlas and Slides		\$ 529.20					\$ -				\$ -
473	Concavity Slides		\$ 10.27	\$ 3.38	\$ 9.31			\$ 2.49		\$ 3.50	\$ 3.94	\$ 3.85

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
474	Student grade microscope slides		\$ 8.07	**1.79	\$ 5.33			\$ 1.32		\$ 1.90	\$ 2.08	**1.79
475	Plastic Coverslips		\$ 4.06	\$ 2.26	\$ 3.27			\$ -		\$ 1.30	\$ 1.35	\$ 1.15
476	Plastic Coverslips		\$ 4.01					\$ -		\$ 1.30		\$ 1.19
477	Staco Plant Cell		\$ 793.75					\$ -			\$ 552.74	\$ 537.69
478	Staco Animal Cell		\$ 625.34					\$ -			\$ 375.62	\$ 365.38
479	Visualizing Cells Poster		\$ 20.76		\$ 16.91			\$ -				\$ 7.00
480	Greatest Discoveries with Bill Nye: Biology		\$ 65.18	\$ 42.44				\$ -			\$ 53.04	\$ -
481	Basics of Anatomy Series Set		\$ 427.77					\$ -				\$ -
482	Cells: Structure of Life		\$ 93.27	\$ 42.41				\$ -				\$ -
483	biology essential series set		\$ 388.17					\$ -				\$ -
484	Visualizing Cell Processes, 3rd edition		\$ 450.22					\$ -				\$ -
485	Discover Genetics DVD Bundle		\$ 137.59					\$ -				\$ -
486	Human Body in Action: DVD Set							\$ -				\$ -
487	NOVA: Cracking the Code of Life		\$ 18.52	\$ 13.73				\$ -			\$ 12.00	\$ -
488	Basics of Genetics: Series set		\$ 440.12					\$ -				\$ -
489	Stern Cells							\$ -				\$ -
490	Tuttnauer Automatic Autoclave		\$ 6,545.32	*5225.00				\$ -			\$ 6,900.12	*4204.13
491	Autoclave Gloves		\$ 27.08	\$ 21.61	\$ 25.04			\$ 23.83			\$ 22.26	\$ 21.86
492	Plastic Weighing Boats		\$ 35.32	\$ 15.90	\$ 28.04			\$ 22.63			\$ 12.60	\$ 21.04
493	Pyrex Vista Beakers		\$ 26.33	\$ 1.33	\$ 2.36			\$ 2.49			\$ 2.79	\$ 1.37
494	Pyrex Vista Beakers		\$ 27.56	\$ 2.50	\$ 2.55			\$ 2.63			\$ 29.63	\$ 1.38
495	Pyrex Vista Beakers		\$ 22.16	\$ 2.28	\$ 2.42			\$ -			\$ 26.92	\$ 1.71
496	Pyrex Vista Beakers		\$ 20.37	\$ 3.44	\$ 3.38			\$ 3.58			\$ 24.98	\$ 2.49
497	Pyrex Vista Beakers		\$ 38.41	\$ 6.39	\$ 6.08			\$ 6.70			\$ 6.26	\$ 6.29
498	Pyrex Square Glass Bottles		\$ 16.18	\$ 11.84	\$ 4.75			\$ -			\$ 11.35	\$ -
499	Glass medicine droppers		\$ 4.01	\$ 3.78				\$ 1.82			\$ 2.03	\$ 1.47
500	Natural Bristle Test Tube Brushes		\$ 1.67	\$ 0.89	\$ 1.51			\$ 6.71			\$ 0.69	\$ 0.50
501	Labware Beaker Brush		\$ 8.47	\$ 2.93				\$ -			\$ 3.96	\$ 2.58
502	PMP Cylinders		\$ 5.86	\$ 2.00	\$ 4.83			\$ 2.08			\$ 2.32	\$ 1.66
503	PMP Cylinders		\$ 7.89	\$ 3.24	\$ 7.24			\$ 3.34			\$ 3.74	\$ 2.75
504	PMP Cylinders		\$ 13.89	\$ 6.16	\$ 12.70			\$ 6.35			\$ 7.12	\$ 5.55
505	PMP Cylinders		\$ 17.73	\$ 12.08	\$ 16.04			\$ 12.59			\$ 13.95	\$ 8.78
506	Polystyrene, Disposable, Sterile Petri Dishes		\$ 5.38	\$ 16.75	\$ 4.90			\$ 2.64			\$ 2.57	\$ 4.73
507	Pyrex Vista Erlenmeyer Flasks		\$ 32.94	\$ 37.83	\$ 36.84			\$ 26.52			\$ 38.30	\$ 26.58
508	Pyrex Vista Erlenmeyer Flasks		\$ 35.68	\$ 45.13	\$ 45.42			\$ 34.20			\$ 45.70	\$ 32.11
509	Polypropylene Funnels		\$ 9.22	\$ 1.53				\$ -		\$ 1.30	\$ 1.08	\$ 3.41
510	Microchemistry Plastic Pipets		\$ 9.79	\$ 13.46	\$ 13.00			\$ -			\$ 9.84	\$ 21.09
511	Stoddard Test Tube Clamps with Grips		\$ 1.76	\$ 0.89	\$ 2.44			\$ 0.72		\$ 1.40	\$ 0.76	\$ 3.67
512	Beaker Tongs		\$ 8.11	\$ 2.99	\$ 7.37			\$ 7.46		\$ 3.50	\$ 2.49	\$ 3.19
513	Magnetic Stirring Bar Set		\$ 82.16	\$ 34.90	\$ 22.23			\$ -			\$ 73.10	\$ 24.51
514	Lab Rubber Stopper		\$ 12.88	\$ 4.09	\$ 10.87			\$ 6.71		\$ 5.00	\$ 5.34	\$ 4.53
515	Cork Borer Set		\$ 24.83	\$ 31.87	\$ 23.33			\$ -			\$ 13.32	\$ -
516	Mini Timer, 99 minute			\$ 11.11				\$ 6.88			\$ 6.53	\$ 2.37
517	Disposable Centrifuge Tube		\$ 22.05	\$ 8.38				\$ -			\$ 4.75	\$ 18.28
518	Pyrex Vista Test Tubes		\$ 22.71	\$ 23.07	\$ 33.50			\$ -			\$ 21.59	\$ 16.79
519	Pyrex Vista Screw-Cap Culture Tubes		\$ 63.11	\$ 65.18				\$ -			\$ 61.01	\$ 53.64

## Rocky Fork Elementary

## Bid #3407 - Science Equipment

## Rockvale High School

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
520	Countertop Distiller		\$ 648.27	\$ 751.88				\$ -			\$ 771.77	\$ 406.67
521	Countertop Distiller Replacement Filter		\$ 87.32	\$ 87.70	\$ 75.16			\$ -				\$ 33.97
522	Hydriion Spectral pH Strips		\$ 10.54	\$ 1.91	\$ 1.47			\$ 6.28			\$ 10.09	\$ 8.68
523	Litmus Paper strips		\$ 1.28	\$ 0.77	\$ 0.87			\$ 1.35		\$ 0.90		\$ 9.00
524	Nitrile Disposable Gloves	\$ 8.26	\$ 15.83	\$ 10.89	\$ 13.64			\$ 27.20		\$ 5.00	\$ 5.10	\$ 4.46
525	Nitrile Disposable Gloves	\$ 8.26	\$ 15.83	\$ 10.89	\$ 13.64			\$ 27.20		\$ 5.00	\$ 5.10	\$ 4.46
526	Nitrile Disposable Gloves	\$ 8.26	\$ 15.83	\$ 10.89	\$ 13.64			\$ 27.20		\$ 5.00	\$ 5.10	\$ 4.46
527	High/Low Temperature Gloves		\$ 8.33		\$ 55.71			\$ -				\$ -
528	High/Low Temperature Gloves		\$ 8.33	\$ 4.01	\$ 59.85			\$ -				\$ -
529	Laboratory Aprons		\$ 12.92	\$ 7.99				\$ 3.87		*3.20	\$ 3.71	\$ 4.89
530	Deluxe OSHA-Compliant First Aid Kit		\$ 55.92	\$ 38.29				\$ 19.20			\$ 41.58	\$ 34.67
531	Carolina Laboratory Safety Guidelines Poster		\$ 13.93	\$ 60.97				\$ -				\$ 55.96
532	Nichrome Wire Inoculating loop		\$ 3.53	\$ 1.78	\$ 2.39			\$ 0.91			\$ 1.97	\$ 1.76
533	Filter paper, qualitative		\$ 5.11	\$ 2.41	\$ 4.18			\$ 1.81			\$ 2.78	\$ 4.28
534	Poxygrid Wire Test Tube Racks		\$ 30.69	\$ 20.87				\$ -			\$ 22.49	\$ 7.52
535	Kidney function Lab investigation				\$ 47.77			\$ -				\$ 36.36
536	Carolina's Wetting Solution		\$ 8.82	\$ 10.09				\$ -				\$ 9.28
537	Carolina's Wetting Solution							\$ -				\$ 31.63
538	Cat Anatomy & Dissection Guide	\$ 9.45	\$ 28.18					\$ -			\$ 12.05	\$ 11.96
539	BioLab:Cat		\$ 78.50					\$ -				\$ 52.50
540	Scissor Sharpener		\$ 13.01					\$ 6.56				\$ 7.77
541	8 themes of Biology Poster Set							\$ -			\$ 96.12	\$ -
542	Human Body Science Multimedia Lessons for interactive Whiteboards		\$ 164.93	*68.33				\$ -				*26.64
543	Anatomy & The Fetal Pig		\$ 32.63					\$ -				*6.87
544	Anatomy of the Cat		\$ 32.63					\$ -				\$ 52.50
545	Basics of Biology Series Set		\$ 501.86					\$ -				\$ -
546	LED Light Box		\$ 185.22	\$ 133.33				\$ -				\$ 165.99
547	Mini UV Light		\$ 39.64	\$ 33.61				\$ -			\$ 28.16	*6.67
548	Replacement Bulb UV Light		\$ 21.42	\$ 15.20				\$ 127.81				\$ -
549	Step Stool		\$ 124.46	\$ 60.84				\$ -			\$ 57.08	\$ 60.26
550	1.1 cubic foot Capacity Stainless steel microwave oven			\$ 313.13				\$ -				\$ 88.46
551	Ambidextrous Scissors							\$ -			\$ 3.56	\$ 0.73
552	DNA Model			\$ 46.77				\$ -			\$ 50.08	\$ 47.86
553	GrowLab II compact indoor garden			\$ 199.38				\$ 211.51			\$ 202.68	\$ 196.15
554	Infrared lamp with reflector							\$ 8.90			\$ 29.18	\$ 14.21
555	Biohazard Bags			\$ 16.33				\$ 9.33			\$ 18.12	\$ 21.19
556	Visorgogs			\$ 5.86				\$ 6.74			\$ 5.42	\$ -
557	Sterile Alcohol Pads			\$ 25.23				\$ 15.18			\$ 27.43	*2.46
558	Student Scalpel with Replaceable Blade			\$ 1.00				\$ -			\$ 1.57	\$ 0.88
559	Student Scalpel with Replaceable Blade blade			\$ 1.39				\$ 0.65			\$ 0.93	\$ 1.74
560	Straight Needle Student	\$ 2.38		\$ 0.58				\$ -			\$ 0.27	\$ 0.98
561	Probe and Seeker			\$ 1.04				\$ 0.57		\$ 1.30	\$ 1.47	\$ 0.80
562	Surgical Scissors	\$ 2.14		\$ 7.78				\$ 1.57			\$ 2.49	\$ 1.59
563	Gas stop							\$ -			\$ 5.04	\$ -
564	Dropping Bottle Trays			\$ 70.75				\$ -				\$ -

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
565	Scientific Method Problem Solving kit			*29.25				\$ -		\$ 79.00	\$ 74.13	*39.56
566	Biology Periodic Table							\$ 26.21			\$ 34.81	*9.99
567	Key cabinet							\$ -				\$ 73.42
<b>Environmental Science</b>												
568	Macromania Kit			\$ 42.82				\$ -				\$ -
569	Macromania Expansion Kit			\$ 16.59				\$ -				\$ -
570	Golden Guide: Birds							\$ -			\$ 4.29	\$ 3.19
571	Golden Guide: Trees							\$ -			\$ 4.69	\$ -
572	Golden Guide: Pond Life			\$ 4.66				\$ -			\$ 5.13	\$ -
573	Golden Guide: Wildflowers							\$ -			\$ 4.69	\$ -
574	Golden Guide: Butterflies							\$ -			\$ 5.13	\$ -
575	Stream Ecology Kit			\$ 162.81				\$ -			\$ 147.40	*59.95
576	A Guide to Common Freshwater Invertebrates of North America							\$ -			\$ 32.00	\$ -
577	5x Folding Pocket Magnifier			\$ 1.22				\$ -		\$ 2.00	\$ 1.87	\$ 1.68
578	Cloud Poster			\$ 9.25				\$ -			\$ 3.53	\$ 4.00
579	Compost Poster							\$ -				\$ 13.31
580	Beakers, Set of Five			\$ 8.21				\$ 7.55		\$ 9.50	\$ 9.91	\$ 16.31
581	Worms Eat our Garbage: Classroom Activities							\$ -				\$ -
582	Ward's Groundwater Simulation System							\$ -			\$ 747.99	*359.42
583	World Ocean Relief Globe			\$ 49.49				\$ 58.00			\$ 55.61	\$ 59.29
584	Complete Economy Stream Table System			\$ 57.48				\$ -			\$ 250.74	\$ 641.01
585	Sand-Gravel Mix			\$ 30.00				\$ -			\$ 24.01	\$ -
586	Comprehensive Water Monitoring Kit			\$ 192.29				\$ 31.04			\$ 177.89	\$ 212.40
587	Lamotte Soil Sampler			\$ 25.34				\$ 401.04			\$ 24.39	\$ 29.12
588	Sieve Set			\$ 30.09				\$ 33.71		\$ 39.00	\$ 21.67	\$ 58.26
589	Hanna Soil Quality Education Backpack Kit							\$ -				\$ -
590	Digital Solar Power Meter			\$ 174.88				\$ -			\$ 126.57	\$ -
591	Kill A Watt Wireless Energy Monitor							\$ -				\$ -
592	Pocket Anemometer			\$ 56.28				\$ 18.60			\$ 92.67	\$ 174.99
593	Fifty-Meter Measuring Tape			\$ 15.31				\$ 8.10			\$ 10.87	\$ 5.78
594	Brunton Compass and Map Training Classroom Kit							\$ -			\$ 294.87	*87
595	Metal Hand Trowel							\$ -			\$ 4.27	\$ 1.01
596	Economy Vinyl Stocking Waders							\$ -				\$ -
597	Storage Container							\$ -				\$ -
598	Calibration thermometer							\$ -			\$ 7.53	\$ 23.86
599	Meter Ecology Activity							\$ -			\$ 41.60	\$ -
600	Ward's Paper Recycling Kit							\$ -			\$ 87.99	\$ -
601	The Cartoon Guide to the Environment							\$ -			\$ 15.30	\$ 14.65
602	Population Dynamics and Biotic Potential Single Master Kit							\$ -			\$ 46.87	\$ -
603	Energy and Its Sources Game							\$ -			\$ 22.78	\$ -
604	Sustainable Earth Lab Kit							\$ -			\$ 73.43	\$ 82.68
605	Energy and the Environment Poster Set							\$ -				\$ -
606	Ohaus Compact Electronic Balance			\$ 80.50				\$ 99.38		\$ 79.00	\$ 92.88	\$ 69.67
607	Polypropylene Cylinders			\$ 2.00				\$ -		\$ 1.30	\$ 0.71	\$ -
608	Clipboard							\$ 0.90			\$ 0.94	\$ 0.74



Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
609	Eco-spheres Poster Series							\$ -			\$ 80.07	\$ -
610	Tree Study Field Kit							\$ -				\$ -
<b>All Science</b>												
611	heavy duty plastic service cart			\$ 243.72							\$ 330.16	\$ 199.12
612	Labquest 2 Interface			\$ 322.29							\$ 303.91	\$ 327.59
613	(2)temperature probes			\$ 28.41							\$ 25.92	\$ 28.99
614	pH Sensor			\$ 77.39							\$ 70.61	\$ 78.72
615	Gas Pressure sensor			\$ 87.05							\$ 74.19	\$ 83.99
616	Voltage Probe			\$ 11.74							\$ 10.73	\$ 11.99
617	Conductivity Probe			\$ 96.98							\$ 88.49	\$ 98.64
618	Colorimeter			\$ 116.40							\$ 102.79	\$ 134.07
619	Drop Counter			\$ 96.91							\$ 88.49	\$ 149.99
620	Motion Detector			\$ 87.06							\$ 79.55	\$ 88.68
621	Dual-range Force Sensor			\$ 106.78							\$ 97.43	\$ 108.61
622	Microphone			\$ 43.04							\$ 39.33	\$ 43.84
623	Differential Voltage Probe			\$ 38.15							\$ 34.86	\$ 38.89
624	Low-g Accelerometer			\$ 87.05							\$ 79.55	\$ 103.75
625	Light Sensor			\$ 57.71							\$ 52.74	\$ 56.99
626	(2) Vernier Photogates			\$ 47.93							\$ 40.22	\$ 44.84
627	UltraPulley attachment			\$ 23.48							\$ 21.45	\$ 27.98
628	Picket Fence			\$ 8.80							\$ 8.04	\$ 14.29
629	Magnetic Field Sensor			\$ 56.73							\$ 51.84	\$ 57.79
630	(2) Current Probes			\$ 38.15							\$ 34.86	\$ 45.46
631	Power Amplifier			\$ 220.08							\$ 201.12	\$ 211.99
632	Power Amplifier, Accessaory Speaker			\$ 122.27							\$ 111.73	\$ 117.99
633	Hand-grip Heart Rate Monitor			\$ 116.57							\$ 106.37	\$ 138.73
634	CO <sub>2</sub> Gas Sensor			\$ 263.51							\$ 240.45	\$ 259.99
635	O <sub>2</sub> Gas Sensor			\$ 194.94							\$ 181.94	\$ 198.09
636	Dissolved Oxygen Probe			\$ 224.01							\$ 195.75	\$ 209.99
637	EKG Sensor			\$ 150.86							\$ 137.65	\$ 153.45
638	BioChamber250			\$ 7.83							\$ 7.15	\$ 9.33
639	BioChamber2000			\$ 21.52							\$ 19.66	\$ 21.92
640	Respiration Monitor Belt			\$ 61.62							\$ 56.31	\$ 73.45
641	Soil Moisture Sensor			\$ 106.62							\$ 97.43	\$ 102.99
642	TurbiditySensor			\$ 109.55							\$ 100.11	\$ 111.99
643	Relative Humidity Sensor			\$ 67.49							\$ 61.68	\$ 68.69
644	UVB Sensor			\$ 107.59							\$ 98.32	\$ 128.24
645	Logger Pro3 software			\$ 243.56							\$ 222.57	\$ 237.55
646	Chemistry with Vernier lab book			\$ 46.95							\$ 42.91	\$ 69.99
641	Physics Lab Book			\$ 46.95							\$ 97.43	\$ 53.57
642	Biology Lab Book			\$ 46.95							\$ 100.00	\$ 53.57
643	Physical Science with Vernier			\$ 46.95							\$ 61.68	\$ 53.57
644	Environmental Science Lab Book			\$ 46.95							\$ 98.32	\$ 45.79

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
<b>ROCKY FORK ELEMENTARY</b>												
1	Bee Bots					\$ 75.99						*31.36
2	Folk Tales Problem Solving					\$ 160.55						\$ -
3	Fairy Tales Problem Solving Kit 1					\$ 141.55						\$ -
4	Fairy Tales Problem Solving Kit 2					\$ 141.55						\$ -
5	Magnet Activity Lab					\$ 66.49						\$ 45.88
6	Famous Inventors Stem Kit					\$ 160.55						\$ -
7	Blocks & Blueprints Learning Center					\$ 47.49						\$ -
8	Kid-Sized Flashlights (Set of 6)					\$ 18.99						*1.42
9	Precision School Balance with Metric Weights			\$ 38.98		\$ 37.99						\$ 23.53
10	Matter Activity Tub					\$ 66.49						\$ 89.73
11	Force and Motion Activity Lab					\$ 66.49						\$ 143.21
12	Properties of Earth Activity Tub					\$ 66.49						\$ -
13	Solar System Activity Tub					\$ 66.49						\$ -
14	Set of 12 shatter proof mirrors					\$ 18.99						\$ 10.58
15	Digital Scale					\$ 47.49						\$ 69.67
16	Properties of Earth activity tub					\$ 66.49						\$ -
17	Choositz Decision Balls											\$ -
18	Rolling Things Challenge											\$ -
19	<b>Sounds Like Fun EIE Kit Sounds Unit</b>											\$ -
20	Teacher Guide						\$ 419.65					\$ -
21	Storybook						\$ 610.40					\$ -
22	Materials Kit						\$ 2,174.55					\$ -
23	Refill Kit						\$ 991.90					\$ -
24	<b>Food For Thought EIE Engineering Ice Cream Kit</b>											\$ -
25	Educator Guide						\$ 419.65	\$ -				\$ -
26	Engineering Ice Cream Materials Kit						\$ 3,738.70	\$ -				\$ -
27	BOLT Starter Kit							\$ 150.00				\$ 1,949.99
28	EVO Classroom Kit (18 Bots)							\$ 1,800.00				\$ 1,799.99
29	Snap Circuits Jr- Electronic Exploration			\$ 41.01				\$ 20.70				\$ 31.81
30	Hand2mind STEM Bins (12-Bin Makerspace)							\$ -				\$ -
31	Inflatable Solar System			\$ 33.46				\$ 29.73			\$ 39.23	\$ 28.47
32	Measuring Tape 25-50ft.							\$ -				\$ 5.78
33	Learning Resources Big View Telescope							\$ -				\$ 25.96
34	K'NEX 70 Model Building Set- 705 Pieces							\$ -				\$ 30.00
35	4M Tin Can Robots- engineering project							\$ -				\$ -
36	Praying Mantis life cycle kit							\$ -			\$ 2.38	\$ 4.54
37	Cross-section Earth model			\$ 13.64				\$ 11.44			\$ 15.56	\$ 11.38
38	Stream Table Kit			\$ 58.08				\$ 59.96			\$ 62.28	\$ 54.47
39	6-in-1 Educational Solar Kit							\$ 14.38				\$ -
40	Catapults and Crossbows							\$ 15.63				\$ -
41	Fossil Collection			\$ 13.64				\$ 21.56				*5.99
42	Snap Circuits: Sound											\$ -
43	Generation Genius Subscription 1 Year							\$ -				\$ -
44	Science A-Z membership for leveled readers and plans							\$ -				\$ -

Item #	Description	Bio Corporation	Carolina Biological	Fisher Scientific	Flinn Scientific	Lakeshore	Museum of Science	Nasco	Nebraska Scientific	Parco	Sargent Welch	School Specialty
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Mailed to 20 vendors  
9 vendors did not respond

\*Bidder did not meet specifications

Recommend: Motion to award to lowest and best bid as shown.

To be funded through Building Program, GPS and Individual School funds.

**Bid #3410**  
**Sprinkler and Back Flow Inspections**

Item No.	Description	AllStar Fire Protection, Inc.	American Fire Protection Group	Koorsen Fire and Security	Servant Fire Protection LLC	State Systems, Inc.
1	Inspection of 31 schools	\$ 10,325.00	\$ 17,795.00	\$ 6,700.00	<b>\$ 6,160.00</b>	\$ 13,150.00
2	Back Flow Inspections	\$ 1,725.00	\$59.00 each	\$40.00 each or \$2,800.00 all	<b>\$45.00 each or \$3,240.00 all</b>	\$65.00 each or \$4,550.00 all
3	Hourly Rate for Repairs	\$ 75.00	\$ 95.00	\$ 70.00	<b>\$ 70.00</b>	\$ 90.00
4	Overtime Hourly Rate for Repairs	\$ 112.50	\$ 142.50	\$ 105.00	<b>\$ 115.00</b>	\$ 135.00
5	Percentage Off List Price for Parts	20%	50%	30%	<b>35%</b>	25%

Mailed to 20 vendors  
15 vendors did not respond

Recommend: Motion to award to Servant Fire Protection LLC for overall lowest and best bids.

To be funded through the Technology and Maintenance Departments.

**Bid #3411**  
**5-Year Sprinkler Obstruction Inspections**

Company	Obstruction Inspection of Wet Sprinkler System	Obstruction of Dry Sprinkler System
<b>AllStar Fire Protection, Inc.</b>	<b>\$ 275.00</b>	<b>\$ 275.00</b>
American Fire Protection Group	\$ 295.00	\$ 295.00
Koorsen Fire and Safety	\$ 300.00	\$ 300.00
Servant Fire Protection LLC	\$ 535.00	\$ 535.00
State Systems, Inc.	\$ 695.00	\$ 695.00

Mailed to 20 vendors

15 vendors did not respond

Recommend: Motion to award to AllStar Fire Protection, Inc. for overall lowest and best bids.

To be funded through the Technology and Maintenance Department.

**Bid #3412**  
**Custodial Supplies / Equipment**

<b>Item #</b>	<b>Product</b>	<b>A-Z</b>	<b>American Paper &amp; Twine</b>	<b>Buckeye</b>	<b>Central Poly</b>
1	Carpet Shampoo (Dry Foam)	\$ 4.27	\$ 4.08		
2	Carpet Extraction Fluid	\$ 4.24	\$ 4.05	\$ 14.87	
3	Neutral Floor Soap	\$ 5.21	\$ 5.51	\$ 8.01	
4	Defoam Concentrate	\$ 8.31	\$ 7.66	\$ 11.16	
5	20" Black Stripping Pads	\$ 12.85	\$ 11.69	\$ 12.44	
6	13" Black Stripping Pads	\$ 6.75	\$ 6.14	\$ 6.56	
7	13" White Polishing Pads	\$ 6.75	\$ 6.14	\$ 6.56	
8	20" White Polishing Pads	\$ 12.85	\$ 11.69	\$ 12.44	
9	13" Red Buffing Pads	\$ 6.75	\$ 6.14	\$ 6.56	
10	20" Red Buffing Pads	\$ 12.85	\$ 11.69	\$ 12.44	
11	20" Aqua Burnishing Pads	\$ 13.09	\$ 11.91	\$ 12.44	
12	27" Aqua Burnishing Pads	\$ 30.63	\$ 11.15	\$ 12.44	
13	27" White Burnishing Pads	\$ 30.03	\$ 10.93	\$ 12.44	
14	6" x 10" Doodle Bug	\$ 17.14	\$ 6.24	\$ 12.44	
15	6" x 10" Doodle Bug 5' Handle	\$ 1.80	\$ 1.64	\$ 3.38	
16	6" x 10" Doodle Bug Pads	\$ 11.89	\$ 10.82	\$ 12.73	
17	14 x20 Floor Pads All Colors (White/Red/Blue/Green/Black)	\$ 16.09	\$ 14.64	\$ 16.16	
18	14x20 Conditioning/Striping Pads	\$ 25.21	\$ 22.94	\$ 45.00	
19	14x20 Prep Pads	\$ 54.43	\$ 49.53	\$ 45.00	
20	14 x28 Floor Pads All Colors (White/Red/Blue/Green/Black)	\$ 21.44	\$ 19.51	\$ 21.60	
21	14x28 Conditioning/Striping Pads	\$ 35.63	\$ 32.42	\$ 43.00	
22	14x28 Prep Pads	\$ 76.90	\$ 69.98	\$ 65.00	
23	27" Remover Burnishing Pads	\$ 29.62	\$ 26.70	\$ 41.35	
24	Chalk Board Cleaner	\$ 31.38	\$ 31.20	\$ 36.16	
25	Cleansing Powder	\$ 16.44	\$ 21.56	\$ 95.00	
26	Disinfectant Deodorant (No Substitutes)	\$ 17.12	\$ 16.14		
27	Dust Mop Treatment (Water Base)	\$ 22.46	\$ 21.17	\$ 9.83	
28	Furniture Polish (Lemon Scented)	\$ 27.69	\$ 26.49	\$ 42.75	
29	Glass Cleaner	\$ 16.92	\$ 15.65	\$ 36.16	
30	Liquid Drain Opener	\$ 24.76	\$ 23.34	\$ 63.45	
31	Foam Hand Soap Purell Education FMX20	\$ 15.87	\$ 20.86	\$ 41.34	
32	Mark/Vandalism Remover	\$ 42.99	\$ 40.41	\$ 49.80	
33	Stainless Steel Cleaner (Oil Base)	\$ 25.71	\$ 43.48	\$ 45.90	
34	Tile & Grout Cleaner	\$ 18.03	\$ 17.19	\$ 46.20	
35	Vomit Absorbent	\$ 49.11	\$ 44.69	\$ 57.00	
36	Chewing Gum Remover	\$ 22.48	\$ 21.78	\$ 27.30	

**Bid #3412**  
**Custodial Supplies / Equipment**

<b>Item #</b>	<b>Product</b>	<b>A-Z</b>	<b>American Paper &amp; Twine</b>	<b>Buckeye</b>	<b>Central Poly</b>
37	ASAP All Purpose Cleaner	\$ 16.75	\$ 15.53	\$ 10.00	
38	Disinfectant (MRSA)	\$ 43.33	\$ 47.86	\$ 30.88	
39	Bleach	\$ 25.71	\$ 4.47	\$ 3.90	
40	Restroom Cleaner Concentrate 10 oz. Cartridge	\$ 29.27	\$ 22.20	\$ 62.24	
41	Multi-Surface Cleaner Concentrate 10 oz. Cartridge	\$ 27.17	\$ 28.38	\$ 70.25	
42	TruShot™ Restroom Disinfectant Cleaner, Concentrate, 10 oz. Cartridge	\$ 28.43	\$ 27.60	\$ 62.24	
43	Super-Concentrate Non-Ammoniated Glass Cleaner 10 oz. Cartridge	\$ 27.17	\$ 25.62	\$ 61.60	
44	Super-Concentrate Ammoniated Glass Cleaner 10 oz. Cartridge	\$ 27.17	\$ 25.62	\$ 61.60	
45	Power Cleaner and Degreaser Concentrate 10 oz. Cartridge	\$ 28.98	\$ 34.39	\$ 54.95	
46	TruShot™ Trigger Dispenser 10 oz. Trigger	\$ 1.11	\$ 6.42	\$ -	
47	Heavy Duty Neutral Floor Cleaner Concentrate 2 Liter Cartridge	\$ 25.10	\$ 64.88	\$ 80.28	
48	Hose Hook-up Kit - Standard - 3/4 in. diameter x 6 ft.	\$ 23.95	\$ 20.00		
49	Multi-Fold towels (Brown)	\$ 13.77	\$ 14.42	\$ 17.00	\$ 17.99
50	Single-Fold Towels (Brown)	\$ 14.84	\$ 13.50	\$ 21.25	\$ 17.77
51	Toilet Tissue (2-ply 500 sheet rolls)	\$ 26.45	\$ 26.89	\$ 36.75	\$ 45.00
52	Teri Reinforced Towels	\$ 42.52	\$ 39.63	\$ 28.00	
53	Warehouse Straw Brooms	\$ 4.51	\$ 4.10	\$ 87.00	
54	Wet Mop Handles (Saddle Type) - Metal Only	\$ 5.44	\$ 4.95	\$ 79.65	
55	Dust Mop Handles	\$ 6.56	\$ 5.97	\$ 70.20	
56	24 oz. Wet Mop Heads (Cotton, Saddle)	\$ 3.08	\$ 2.80	\$ 38.70	
57	12" Plastic Dust Pans	\$ 1.59	\$ 1.45	\$ 2.11	
58	24 oz. Wax Mop Heads (Rayon, Saddle)	\$ 4.07	\$ 3.70	\$ 87.30	
59	24 x 3 1/2 Dust Mop Frame	\$ 2.81	\$ 2.56	\$ 4.25	
60	36 x 3 1/2 Dust Mop Frame	\$ 3.35	\$ 3.05	\$ 4.85	
61	60 x 3 1/2 Dust Mop Frame	\$ 6.35	\$ 5.78	\$ 8.36	
62	24 x 3 1/2 Dust Mop Cover (cloth)	\$ 3.82	\$ 3.70	\$ 61.00	
63	36 x 3 1/2 Dust Mop Cover (cloth)	\$ 4.41	\$ 4.26	\$ 75.28	
64	60 x 3 1/2 Dust Mop Cover (cloth)	\$ 8.03	\$ 7.76	\$ 104.32	
65	Long Handle Floor Scrapers	\$ 11.62	\$ 10.57	\$ 11.09	
66	Replacement Scraper Blades	\$ 5.12	\$ 4.66	\$ 5.29	

**Bid #3412**  
**Custodial Supplies / Equipment**

Item #	Product	A-Z	American Paper & Twine	Buckeye	Central Poly
67	Small Medical Exam Vinyl Gloves (Powder -Free)	\$ 30.33	\$ 25.70	\$ 24.00	
68	Medium Medical Exam Vinyl Gloves (Powder Free)	\$ 30.33	\$ 25.70	\$ 24.00	
69	Large Medical Exam Vinyl Gloves (Powder Free)	\$ 30.33	\$ 25.70	\$ 24.00	
70	X-Large Medical Exam Vinyl Gloves (Powder Free)	\$ 30.33	\$ 25.70	\$ 24.00	
71	20-30 gal. Liners (0.7 mil) on Roll 10/25 - 250 cs	\$ 13.18	\$ 12.47	\$ 16.80	\$ 11.80
72	60 gal. Liners (0.9 mil) on Roll 10/10- 100 cs	\$ 13.97	\$ 13.09	\$ 13.59	\$ 12.00
73	32 oz. Trigger Sprayers	\$ 0.37	\$ 0.38	\$ 0.65	
74	Standard Toilet Bowl Mops	\$ 0.59	\$ 0.57	\$ 0.70	
75	Single-Fold Towel Cabinet	\$ 18.87	\$ 17.97	\$ 27.50	
76	Toilet Tissue Holder	\$ 6.19	\$ 5.63	\$ 11.20	
77	Square Plastic Soap Dispensers - Foam Purell FMX-20	\$ 18.12	\$ 8.25		
78	Wasp & Hornet Spray	\$ 43.78	\$ 41.25	\$ 45.00	
79	Head Lice Spray	\$ 40.88	\$ 38.47		
80	Roach and Ant Killer	\$ 49.45	\$ 48.96		
81	Pumice Hand Cleaner	\$ 64.22	\$ 56.41	\$ 57.00	
82	Ice Melt	\$ 16.45	\$ 14.97	\$ 15.50	
83	Mop Bucket/Wringer Combo	\$ 43.73	\$ 49.24	\$ 41.14	
84	Janitorial Carts	\$ 107.37	\$ 104.64	\$ 100.00	
85	Bag replacement for janitorial cart	\$ 24.92	\$ 26.21	\$ 24.15	
86	Commercial Vacuum Belts (Sanitare Vacuum SC679J)	\$ 1.41	\$ 0.64		
87	Commercial Vacuum Belts	\$ 1.74	\$ 2.36		
88	44 gal. Brute Container	\$ 27.45	\$ 24.98	\$ 28.86	
89	Brute Container Dollies	\$ 30.20	\$ 29.43	\$ 24.32	
90	Wet Floor Signs	\$ 5.46	\$ 6.51	\$ 5.15	
91	30" Squeegee w/ 5' Wooden Handle	\$ 18.15	\$ 20.24	\$ 19.00	
92	Sanitary Napkin Receptacles	\$ 20.19	\$ 18.37	\$ 21.50	
93	Sanitary Receptacle Wax Bags	\$ 29.80	\$ 14.19	\$ 19.25	
94	28 qt Classroom Waste Cans	\$ 3.78	\$ 3.91	\$ 4.34	

Mailed to 37 vendors  
33 vendors did not respond

Recommend: Motion to award to American Paper & Twine for overall lowest and best bid.

To be funded through the Maintenance Department.



**Bid #3415**  
**Elevator Modernization (McFadden)**

Vendor	Elevator Modernization - Base Bid	Option 1 (Add-on)
Nashville Machine Elevator Co., Inc.	\$ 71,400.00	\$ 8,490.00
Premier Elevator Co., Inc.	\$ 96,088.20	\$ 22,080.00
<b>United Elevator Services, LLC.</b>	<b>\$ 60,800.00</b>	<b>\$ 7,300.00</b>

Mailed to 6 vendors

Received a "No Bid" from KONE

2 vendor did not respond

Recommend: Motion to award to United Elevator Services, LLC for overall lowest and best bid.

To be funded through Capital Projects.

## Rutherford County Schools Calendar 2020-2021 (Updated 6/2/2019)

Monday, August 3, 2020	Administrative Day (Discretionary Day 1)
Tuesday, August 4, 2020	In-Service Day 1
Wednesday, August 5, 2020	Teacher Work Day (Discretionary Day 2)
Thursday, August 6, 2020	In-Service Day 2
Friday, August 7, 2020	Registration Day (Abbreviated Day)*
Monday, August 10, 2020	First Full Day of School
Monday, September 7, 2020	Labor Day (Day out of Calendar – 1)
Tuesday, September 8 – Thursday, September 10	Progress Reports delivery
Thursday, September 17, 2020	Early Dismissal (PLC Day) 3hrs 15min day for students
Friday, October 2, 2020	End of 1 <sup>st</sup> nine weeks
Monday, October 5 – Friday, October 9, 2020	Fall Break (Days out of Calendar 2-6)
Thursday, October 15, 2020	1 <sup>st</sup> nine weeks Report Card delivery
Tuesday, October 20, 2020	K-5 Parent Teacher Conferences (1/2 Discretionary Day - 3)
Thursday, October 22, 2020	6-12 Parent Teacher Conferences (1/2 Discretionary Day - 3)
Tuesday, November 3, 2020	Election Day (Schools Closed)
Wednesday, November 4 – Friday, November 6	Progress Reports delivery
Wednesday, November 25, 2020	Thanksgiving Break (Discretionary Day 4)
Thursday, November 26-Friday, November 27, 2020	Thanksgiving Break (Day out of Calendar – 7)
Friday, December 18, 2020	Last Day of First Semester (3hr. 15min for students)
Friday, December 18, 2020	End of 2 <sup>nd</sup> nine weeks
Monday, December 21, 2020 – Friday, January 1, 2021	Winter Break
Monday, January 4, 2021	In-Service Day 3
Tuesday, January 5, 2021	Students return from Winter Break
Thursday, January 7, 2021	2 <sup>nd</sup> nine weeks Report Card delivery
Monday, January 18, 2021	MLK Holiday (Day out of Calendar – 8)
Tuesday, February 3 – Thursday, February 5	Progress Reports delivery
Monday, February 15, 2021	Presidents Day (Day out of the Calendar – 9)
Friday, March 5, 2021	End of 3 <sup>rd</sup> nine weeks
Thursday, March 11, 2021	Early Dismissal (PLC Day) 3 hr 15 min for students
Thursday, March 11, 2021	3 <sup>rd</sup> nine weeks Report Card delivery
Tuesday, March 16, 2021	6-12 Parent Teacher Conferences (1/2 Discretionary Day 3)

Thursday, March 18, 2021

K-5 Parent Teacher Conferences (1/2 Discretionary Day 3)

Monday, March 29 – Friday, April 2, 2021

Spring Break

Tuesday, May 25, 2021

Teacher Work Day (Discretionary Day 5)

Friday, May 21, 2021

End of 4<sup>th</sup> nine weeks

Wednesday, May 26, 2021

Last Day of School (Abbreviated Day)\*

Wednesday, May 26, 2021

4<sup>th</sup> nine weeks Report Card delivery

## **2019 Rutherford County Schools Summer Conference Practitioners**

**Amy Gullion will provide one 75-minute presentation session as a part of the Rutherford County Summer Conference. The RCS Summer Conference will be held July 23–24, 2019 at Siegel Middle and Siegel High Schools. All expenses will be covered by Title II funds.**

**Contract fees will be covered with Title II funds. Title II funds will be used at the rate of \$250.00.**

**Approve the contracts for Amy Gullion as a practitioner in the amount not to exceed \$250.00 to provide one seventy-five-minute session as a part of the RCS 2019 Summer Conference.**

## RUTHERFORD COUNTY BOARD OF EDUCATION CONTRACT AGREEMENT

This contract is between Amy Gullion and the Rutherford County Board of Education, 2240 Southpark Blvd., Murfreesboro, TN 37128.

In consideration of mutual promises herein contained, the parties hereto have agreed and hereby contract as follows:

- A. Amy Gullion agrees to provide one seventy-five minute session to be presented on either July 23 or 24, 2019 as a part of the 2019 RCS Summer Conference, *Empower Teachers. Empower Students.*
- B. The session(s) will be held on July 23 or 24, 2019 at Siegel Middle or High School.
- C. Handouts will be provided electronically and sent to SDE by May 10, 2019.

The Board of Education agrees to the following:

- A. Payment of two hundred and fifty dollars to be paid from Title II funds and will be made payable upon receipt of documentation of sign in sheet at the end of training. This fee will be processed through the regular payroll accounting system of Rutherford County and is subject to all usual and customary withholdings.
- B. Participants will complete an evaluation form that will be returned to The Professional Development Center.

  
\_\_\_\_\_  
Amy Gullion

5/24/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Bill C. Spurlock, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Estes  
Chairman, Board of Education

\_\_\_\_\_  
Date



## **2019 Rutherford County Schools Summer Conference Practitioners**

**Amanda Collins, a Rutherford County teachers will provide one 75-minute presentation session as a part of the Rutherford County Summer Conference. The RCS Summer Conference will be held July 23–24, 2019 at Siegel Middle and Siegel High Schools. All expenses will be covered by Title II funds.**

**Contract fees will be covered with Title II funds. Title II funds will be used at the rate of \$250.00 per day plus \$45.28 to cover employee benefits. Individuals will be required to pay usual and customary benefits since they are school system employees.**

**Approve the contracts for Amanda Collins as a RCS teacher practitioners in the amount not to exceed \$295.28 to provide one seventy-five-minute session as a part of the RCS 2019 Summer Conference.**

# RUTHERFORD COUNTY BOARD OF EDUCATION CONTRACT AGREEMENT

This contract is between Amanda Collins and the Rutherford County Board of Education, 2240 Southpark Blvd., Murfreesboro, TN 37128.

In consideration of mutual promises herein contained, the parties hereto have agreed and hereby contract as follows:

- A. Amanda Collins agrees to provide one seventy-five minute session to be presented on either July 23 or 24, 2019 as a part of the 2019 RCS Summer Conference, *Empower Teachers. Empower Students.*
- B. The session(s) will be held on July 23 or 24, 2019 at Siegel Middle or High School.
- C. Handouts will be provided electronically and sent to SDE by May 10, 2019.

The Board of Education agrees to the following:

- A. Payment of two hundred and fifty dollars to be paid from Title II funds and will be made payable upon receipt of documentation of sign in sheet at the end of training. This fee will be processed through the regular payroll accounting system of Rutherford County and is subject to all usual and customary withholdings.
- B. Participants will complete an evaluation form that will be returned to The Professional Development Center.

Amanda Collins  
Amanda Collins

5-24-2019  
Date

\_\_\_\_\_  
Bill C. Spurlock, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Estes  
Chairman, Board of Education

\_\_\_\_\_  
Date

			<b>Capital Projects 2019-2020</b>				06/04/19
						Highest	
						Priority	
<b>Major Re-Roofing</b>							
Eagleville Complex- Shingles				480,000		476,990	
John Colemon Annex				920,000			
Eagleville Elementary - old Gym				600,000			
			TOTAL		2,000,000		476,990
<b>Bleachers and Seats</b>							
SHS Auditorium				135,000		135,000	
SHS Gym							
LHS Gym							
			TOTAL		135,000		135,000
<b>Gymnasium Flooring Projects - large</b>							
Blackman Elementary				15,000		15,000	
Eagleville				25,000		25,000	
Holloway				25,000		25,000	
Siegel High				30,000		30,000	
Smyrna High				30,000		30,000	
Oakland High				20,000		20,000	
Riverdale High				20,000		20,000	
			TOTAL		165,000		165,000
<b>HVAC Controls</b>							
SHS				130,000		130,000	
LaVergne High School				140,000		140,000	
Smyrna Middle Teacher Center				50,000		50,000	
			TOTAL		320,000		320,000
<b>Elevators</b>							
MacFadden				75,000		75,000	
			TOTAL		75,000		75,000
<b>High School Track Maintenance</b>							
Blackman High				40,000		40,000	



			<b>Capital Projects 2019-2020</b>				06/04/19
						Highest	
						Priority	
Stewarts Creek				40,000		40,000	
LaVergne High				350,000		350,000	
			TOTAL		430,000		430,000
<b>Paving/Seal Coating/Striping</b>							
Buchanan Elementary				65,000			
Angie Road Repairs				100,000		100,000	
Siegel High Seal Coat				80,000			
Red Hawk Parkway Repairs				25,000			
			TOTAL		270,000		100,000
<b>Major HVAC Components</b>							
Central Magnet				500,000			
OHS "M" Building				150,000			
Stewartsboro HVAC All equipment				1,200,000			
Barfield				1,200,000			
Cedar Grove				1,200,000			
Kittrell				1,200,000			
Lascassas				1,200,000			
Rock Springs Elementary				1,200,000			
Rockvale Elementary				1,200,000			
Smyrna Elementary				2,500,000			
Central Magnet				2,500,000		2,500,000	
			TOTAL		14,050,000		2,500,000
<b>Major Plumbing Components</b>							
Buchanan Elementary Sewer				100,000		100,000	
Daniel McKee Sewer Tie-In				150,000		150,000	
			TOTAL		250,000		250,000
<b>Renovation-Repurpose Projects</b>							
Smyrna Teacher Training Center				100,000		100,000	
HVAC for Smyrna Teacher Training Center				150,000		150,000	
John Colemon Annex-HVAC				250,000			
John Colemon Annex Cafeteria-floor				26,000			
John Colemon Annex-Plumbing				100,000			



			<b>Capital Projects 2019-2020</b>				06/04/19
						Highest	
						Priority	
	Stewartsboro Elementary		15,000			15,000	
	Rocks Springs Elementary		10,000			10,000	
	Wilson Elementary		25,000			25,000	
			TOTAL		425,000		425,000
<b>Gates- Repaving</b>							
	Oakland High		150,000			150,000	
	Riverdale High		150,000			150,000	
			TOTAL		300,000		300,000
<b>Restroom Restoration</b>							
	SMS		125,000				
	OHS		250,000				
	RHS		250,000				
	SHS		150,000				
	LHS		150,000				
			TOTAL		925,000		-
<b>Playgrounds</b>							
	Wilson Elementary		270,000			270,000	
	Blackman Elementary		270,000			270,000	
	Eagleville School		130,000			130,000	
			TOTAL		670,000		670,000
LED Lighting 25% of schools							
	4 year project						
TOTAL				22,309,000	22,309,000	7,064,990	7,064,990

<b>Rutherford County Schools</b>				05/30/19
<b>2018/19 Fund 177 Budget</b>				
<b>Major Capital Projects-All Over \$100,000</b>				7.5 cents
		2017/18	2018/19	2019/20
		Actual	Amended	
		Rev & Exp	Budget	Budget
34685	Comm for Capital Proj.		3,676,666	3,676,666
	PO's for Incomplete 2017/18 Projects		-	-
<b>34685</b>	<b>Comm for Capital Proj.</b>	-	<b>3,676,666</b>	<b>3,676,666</b>
Revenues:				
40110	Current Property Tax	4,239,905.50	4,227,516	7,002,386
40120	Trustee's Collect. - Prior Year	40,884.85	40,300	42,540
40130	Clerk & Master Collections	20,707.35	17,900	29,100
40140	Interest & Penalty	8,552.53	8,900	8,500
40150	Pick-Up Taxes	7,960.44	4,400	7,275
40161	Pay in Lieu of Taxes - TVA	339.12	339	339
40162	Pay in Lieu of Taxes - Local Utilities	-		
Total County Property Taxes		4,318,349.79	4,299,355	7,090,140
40270	Business Tax	126,382.60	123,000	129,850
Total Local Taxes		4,444,732.39	4,422,355	7,219,990
<b>Total Revenue &amp; Operating Transfers</b>		<b>4,444,732.39</b>	<b>4,422,355</b>	<b>7,219,990</b>
<b>72310-510</b>	Trustee's Commission:			
	Property Tax	87,456.32	92,000	155,000
		87,456.32	92,000	155,000
<b>91300</b>	Education Capital Projects			
<b>304</b>	Architects			
<b>321</b>	Engineering Services	3,202.20		
<b>335</b>	Maint. & Repair Serv. - Bldgs.	4,740,850.35	5,865,662	7,064,990
<b>399</b>	Other Contracted Services	118,142.40		
<b>711</b>	Furniture & Fixtures			
<b>722</b>	Regular Instruction Equipment			
<b>790</b>	Other Equipment (for Safety Items)		1,000,000	-
<b>91300</b>	Education Capital Projects	4,862,194.95	6,865,662	7,064,990
<b>Total Expenditures</b>		<b>4,949,651.27</b>	<b>6,957,662</b>	<b>7,219,990</b>
<b>2017/18 PO's to be Re-budgeted for 2018/19</b>		<b>1,542,888.10</b>		

**BID TAB -ROCK SPRINGS ELEMENTARY SCHOOL - Bid #3414 - May 30, 2019**

General Contractor	Boger	Hardaway Construction Group	R.G. Anderson	Romach	Sain Construction	SouthLand Constructors, Inc
BASE BID	\$ 7,829,700.00	\$ 8,250,000.00	\$ 8,088,000.00	\$ 8,400,000.00	\$ 8,346,000.00	\$ 8,215,000.00
Alternate #1: Provide new floor finishes in the Existing Corridor	\$ 50,250.00	\$ 52,000.00	\$ 75,000.00	\$ 82,800.00	\$ 46,700.00	\$ 62,700.00
Alternate #2: Provide new wall finishes in the Existing Corridor	\$ 35,050.00	\$ 42,000.00	\$ 38,000.00	\$ 37,000.00	\$ 43,800.00	\$ 45,600.00
Alternate #3: Provide new floor finishnes in the Existing Dining	\$ 17,400.00	\$ 17,000.00	\$ 23,000.00	\$ 28,300.00	\$ 15,200.00	\$ 27,200.00
Alternate #4: Provide new wall finishes in the Existing Dining	\$ 16,000.00	\$ 9,500.00	\$ 18,000.00	\$ 10,200.00	\$ 11,000.00	\$ 19,600.00
Alternate #5: Provide new floor and wall finishes in the Existing Kitchen	\$ 81,100.00	\$ 99,000.00	\$ 81,000.00	\$ 77,700.00	\$ 92,300.00	\$ 94,000.00
Alternate #6: Provide new floor and wall finishes in the Existing Restroom	\$ 90,300.00	\$ 77,000.00	\$ 83,000.00	\$ 72,800.00	\$ 90,700.00	\$ 105,000.00
Totakl with Alternates	8119800	8546500	8406000	8708800	\$ 8,645,700.00	\$ 8,569,100.00

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Personnel Goals</b>	Descriptor Code: <b>5.100</b>	Issued Date: <b>01/12/12</b>
		Rescinds: <b>5.100</b>	Issued: <b>01/15/09</b>

Through its personnel policies, the Board shall establish a school environment that will attract and maintain the best qualified person whose mission will be to provide the best possible learning opportunities for the students. The Board's goals are:

1. To ensure equivalence among schools in teachers, administrators and other staff.
2. To ensure that the best qualified personnel are recruited and employed to staff the school system;
3. To provide staff compensation, benefits and working environment sufficient to attract and retain qualified employees;
4. To provide in service training opportunities for all employees to improve their performance;
5. To conduct an evaluation program for certified employees that will contribute to the continuous improvement of staff performance; and
6. To ensure that personnel are assigned so that they are utilized as effectively as possible.

Cross Reference:

School District Goals 1.700

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Channel of Communication</b>	Descriptor Code: <b>5.101</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-31/4-10</b>	Issued:

1 The school system is organized in such a way as to provide for sufficient authority at the various levels  
2 of responsibility so that problems which arise can be readily acted upon.

3 The organization chart of the school system is a straight line form of organization which sets forth  
4 clearly the structure and areas of responsibility.

5 In order that differences can be resolved as rapidly as possible, personnel must proceed logically  
6 through the immediate supervisor, and if need be, to the appropriate staff person, depending on the  
7 particular situation.

8 The Board of Education may hear complaints, but if so, will only hear those that have been carried  
9 through the proper procedures from the point at which they originate.

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## Cross References:

Assignment/Transfer 5.115

Complaints and Grievances 5.501

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Support Personnel</b>	Descriptor Code: <b>5.102</b>	Issued Date: <b>01/12/12</b>
		Rescinds: <b>5.102</b>	Issued: <b>01/15/09</b>

The non-certified/classified staff members are personnel whose regular employment status does not require certification in accordance with rules and regulations of the State Department of Education.

## **HIRING**

Application process shall be in accordance with procedures approved by the director of schools. Procedures for screening, interviewing and employment shall be defined or approved by the director of schools. All employment shall be done in a fair and equitable manner. There shall be no discrimination on the basis of sex, race, national origin, religion, age or disabilities.

Annually the director of schools shall appoint non-certified personnel.<sup>1</sup>

Each person hired in a regular non-certified position shall be required to complete successfully a probationary period of six months. The probationary period shall be an essential part of the employment process, and shall be utilized for the most effective adjustment of a new employee. This probationary period may preclude the permanent hiring or promotion of any employee whose performance does not meet the required standard of work.

## **SALARIES**

Each employee will be paid the salary for which he/she qualifies by reason of assignment.

No employee shall work more than the hours agreed upon, and no individual will be allowed to donate voluntary services.

All compensation, including, but not limited to, compensatory time, shall comply with all federal and state wage and hour laws and regulations.

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

## **ASSIGNMENT**

The director of schools shall assign and reassign non-certified personnel based upon needs within the school system, the welfare of students, and the qualifications and preference of the employee.



With the exception of substitute employees, members of an immediate family should not be assigned to the staff in the same school plant unless some unusual circumstance exist which makes it in the best interest of the educational program as approved by the director of schools. Principals, assistant principals or other supervisors are prohibited from having an immediate family member working under their direct supervision. The director of schools may recommend exceptions to this policy; however, all exceptions to this policy require prior approval of the Board of Education.

Immediate family shall be defined as spouse, child, parent, parent-in-law, brother, sister, brother-in-law, and sister-in-law, aunt, uncle, niece, nephew and grandparent.

This policy will become effective immediately upon passage. Employees whose positions are in violation of this policy, upon passage by the Board, shall be permitted to remain in these positions. However, this policy shall not be construed to contravene existing State law.

A schedule will be developed by each employee's immediate supervisor.

### **SUPERVISION**

(1) The principal has general supervision of personnel in his/her building and has direct supervision of all school secretaries, custodians, cafeteria personnel and educational assistants who are not under the direct supervision of another supervisor.

(2) The transportation supervisor is the immediate supervisor of all bus personnel.

(3) Maintenance personnel are under the immediate supervision of the property and plant maintenance manager.

(4) Central office secretaries are under the immediate supervision of the supervisor to whom they are assigned.

(5) All Central Office support staff are under the general supervision of the director of schools/designee.

(6) All personnel are ultimately responsible to the director of schools.

### **SUSPENSION AND DISMISSAL**

Each employee is expected to give faithful service, and continuation of his/her employment shall be based on good behavior, efficiency, the necessity of the work and the appropriation of sufficient funds.

All non-certified (classified) employees are employed at the will of the director. The director of schools may dismiss any non-certified employee during the contract year for any lawful reason.

### **RESIGNATION**

An employee wishing to resign shall do so by submitting written notice of resignation to his/her immediate supervisor, who will forward the notice to the director of schools. Except where permission

1 is otherwise given, such resignation must be submitted at least two weeks prior to the intended  
2 termination date.

### 3 **EXIT CONFERENCE**

4 Employees are required to meet with their immediate supervisor prior to their final day of employment  
5 in order to return all property of the school/school system. Outstanding property will be cause for the  
6 employee's final payroll check to be held by the payroll department. Upon proof that an exit  
7 conference has been conducted and is complete, the final paycheck will be released.

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#### Legal References:

1. TCA 49-2-203(a)(1)

<b>Rutherford County Board of Education</b>			
Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Job Descriptions</b>	Descriptor Code: <b>5.103</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

- 1 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such
- 2 positions so as to promote efficiency and economy in the staff's operations.

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Cross References:

Evaluation 5.109

Qualifications/Duties of the Director of Schools 5.802

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Equal Opportunity Employment</b>	Descriptor Code: <b>5.104</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-2/Contract Article 20</b>	Issued:

1 Opportunity for employment, as well as continuation and advancement in employment, shall be  
2 afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and  
3 individuals with disabilities or veteran status with regard only for qualifications for the positions  
4 involved. <sup>1,2</sup>

5 All compensation, including, but not limited to, compensatory time, shall comply with all federal and  
6 state wage and hour laws and regulations.

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## Legal References:

1. U.S. Constitution, Amendment XIV; Title VII,  
Civil Rights Act of 1964;  
Title VI, Civil Rights Act of 1964; Title IX,  
Education Amendments of 1972; Age Discrimination Act of 1967;  
Section 504 of Rehabilitation Act of 1973
2. Public Law 101-336; 42 U. S.C. 12112

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## Cross References:

Section 504 & ADA Grievance Procedures 1.802  
Discrimination/Harassment 5.500  
Complaints and Grievances 5.501

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>5.106</b>	Issued: <b>01/15/09</b>

## APPLICATION

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

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

Any costs incurred to perform these background checks and fingerprinting shall be paid by the Board the first time such applicant applies for a position with the Board. If a successful applicant does not remain employed with the Board for a period of six (6) months, then the costs of the background check will be withheld from his/her last regular paycheck. All applicants shall be advised that all hiring decisions are contingent upon satisfactory background check results.

The Board assigns to the Director of Schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

### *Professional Employees*

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

No person shall be employed:

- Who does not hold a valid license to teach from the State Board of Education;<sup>6</sup>
- Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;<sup>7</sup>
- Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;<sup>7</sup>
- Who does not present a certificate from a licensed health care provider showing a satisfactory physical examination or who has a contagious or communicable disease in such form that might

endanger the health of school children, subject to the provisions of the Americans with Disabilities Act and the associated regulations;<sup>8</sup>

5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;<sup>9</sup>

6. Who does not receive a satisfactory background check.<sup>10</sup>

### *Support Employees*

The application process shall be in accordance with procedures approved by the Director of Schools. Procedures for screening, interviewing, and employment shall be defined or approved by the Director of Schools. All employment shall be done in a fair and equitable manner. There shall be no discrimination on the basis of sex, race, national origin, religion, age or disabilities.

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children, subject to the provisions of the Americans with Disabilities Act and the associated regulations;<sup>8</sup>

2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;<sup>7</sup>

3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;<sup>7</sup>

4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>

5. Who does not receive a satisfactory background check.<sup>10</sup>

## **EMPLOYMENT**

### *Professional Employees*

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

### *Initial Employment*

Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written acceptance, such person is considered to be under employment with the system and is subject to all rights, privileges, and duties.

1 *Support Employees*

2 After checking references and receiving written recommendations from principals and/or supervisors,  
3 the Director of Schools shall hire and assign qualified applicants.

4 Each person hired in a regular non-certified position shall be required to successfully complete a  
5 probationary period of six (6) months. The probationary period shall be an essential part of the  
6 employment process, and shall be utilized for the most effective adjustment of a new employee. This  
7 probationary period may preclude the permanent hiring or promotion of any employee whose  
8 performance does not meet the required standard of work.

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Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub.  
L. No. 99-603, 100 Stat. 3359

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Cross References

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Supervision</b>	Descriptor Code: <b>5.108</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>5.108</b>	Issued: <b>02/16/11</b>

Supervision of administrative and supervisory personnel shall be provided by the Director of Schools. Apprentice teachers shall be assisted by school administrator in the development of competencies required by the Board.<sup>1</sup>

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

All employees shall report being charged with any criminal offense to their immediate supervisor within seventy-two (72) hours of the offense.<sup>2</sup> The supervisor must report the offense to the Director of Schools immediately and the Director of Schools must report the offense to the Board Chairman as soon as practical.

All employees shall, within seventy-two (72) hours, report to their immediate supervisor being named as an indicated perpetrator of child abuse by the Department of Children's Services. The supervisor must report the named perpetrator to the Director of Schools immediately and the Director of Schools must report the named perpetrator to the Board Chairman as soon as practical.

All employees shall, within seventy-two (72) hours, report to their immediate supervisor if the employee is a petitioner or respondent on a restraining order or order of protection. Restraining orders and orders of protection issued pursuant to a divorce decree or other court order are exempt from this requirement. The supervisor must report the order to the Director of Schools immediately.

Certified employees shall, within seventy-two (72) hours of receiving notice from the Tennessee Department of Education, report to their immediate supervisor their teaching license has been "flagged: by the Tennessee Department of Education for any reason. The immediate supervisor must report the notice to the Director of Schools immediately and the Director of Schools must report the notice to the Board Chairman as soon as practical.

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## Legal References

1. TCA 49-6-3004(c)(2)
2. 34 CFR 84.205-84.215

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## Cross References

Nepotism 1.108  
Community Relations 5.101  
Drug-Free Workplace 1.804  
Job Descriptions 5.103  
Staff Positions 5.116





# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Evaluation</b>	Descriptor Code: <b>5.109</b>	Issued Date: <b>06/16/11</b>
		Rescinds: <b>5.109</b>	Issued: <b>12/03/09</b>

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the director of schools and administrative and supervisory personnel.

The Board shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel.

The director of schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

## **LICENSED TEACHING PERSONNEL**

The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system. Annual evaluation shall be made of apprentice teachers who have not gained tenure and a professional license. Professionally licensed educators will be evaluated pursuant to statutory requirements.<sup>1</sup>

If the state-approved model is not used, the Board shall submit to the Commissioner of Education for approval, an evaluation plan with implementation procedures, validation procedures and training plans. The evaluation plan shall be reviewed at least annually for improvement and revision. All changes in the evaluation system shall be submitted by July 1 prior to the proposed implementation year.

The Board shall annually submit for state review and approval, the evaluations and recommendations of all apprentice teachers who are in their **final** apprentice year.<sup>2</sup> Evaluation deadlines for first and second year apprentice teachers and professionally licensed teachers shall be May 1.<sup>3</sup>

Teachers shall be evaluated for the following purposes:

1. Accountability - to assure that evaluation considers the effectiveness in the classroom and in the school.
2. Professional Growth - to provide a focus for professional growth in an area(s) which has the greatest capacity for facilitating student performance.
3. Cohesive School Structure - to increase and focus the dialogue within schools on the goal(s) of improved services to students.<sup>4</sup>

Evaluations will be conducted by a school administrator and/or designee(s). All evaluators shall be trained and certified through state-sanctioned training in the evaluation procedures before conducting evaluations. The principal shall be responsible for the final evaluation decision.<sup>4</sup>

Evaluations shall use multiple data sources which include but are not limited to:

1. Classroom or position observations including planning and reflecting information and/or review;
2. Review of previous evaluations and an educator self-assessment;
3. Conferences;
4. Examination of professional growth;
5. Review of indicators of student progress; and
6. Examination of assessment techniques, results and applications.

As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall include identified area(s) for growth, action plan, and progress reporting procedures.<sup>4</sup>

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Legal References:

1. TRR/MS 0520-2-1-01
2. TRR/MS 0520-2-1-03
3. TRR/MS 0520-2-1-02 (1)(c)
4. TRR/MS 0520-2-1-02

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Cross References:

Job Descriptions 5.103

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date: <b>01/12/12</b>
		Rescinds: <b>5.110</b>	Issued: <b>07/20/11</b>

All certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties.<sup>1</sup>

The director of schools shall establish the salary rating of each person employed and shall recommend such salary rating to the Board for its approval.<sup>2</sup>

Salaries of all employees, including supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.<sup>3</sup>

Contracts for administrators and system-wide professional certified personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:<sup>4</sup>

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) days as designated by the Board.(teachers shall use one (1) day for parent-teacher conferences. <sup>4</sup>)

Certified professional employees anticipating completion of a new degree that will affect their salary for the coming year shall notify the central office by May 1 of each year. Each professional employee shall be awarded full credit for allowable teaching experience and academic training as established under the State Board of Education Rules, Regulations and Minimum Standards.

Career and Technical Education (Occupational Education) teachers shall be placed on a step of the salary schedule in accordance with the years of appropriate employment experience not to exceed a maximum of five (5) years provided such experience is confirmed by the previous employer and directly relates to the teaching assignment.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.<sup>1,5</sup>

## Advance Pay

Newly hired professional employees may, at their option, elect to receive \$1500 of their first salary installment after completion of the first ten (10) workdays of employment.

### **Administrative Salary Schedule**

The salary index for principals and central office personnel shall be approved by the board each year.

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#### Legal References:

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203(a)(1)
4. TCA 49-6-3004
5. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*,  
Section 5, Title 6

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#### Cross References:

School Calendar 1.800  
Revenues 2.400  
Payroll Procedures 2.802  
Salary Deductions 2.803

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Professional Development for Certified Employees</b>	Descriptor Code: <b>5.113</b>	Issued Date: <b>07/20/11</b>
		Rescinds: <b>5.113</b>	Issued: <b>01/15/09</b>

1 The Board encourages professional growth, development and self-improvement. Certified employees  
2 are encouraged to participate in appropriate professional organizations and activities that will enhance  
3 their professional growth. Plans shall be developed and approved by the director of schools or his  
4 designee for professional growth and development.

5 Each certificated employee shall be required to participate in organized in-service education as set  
6 forth by State law and the administrative staff. Salary deductions shall be made upon failure to attend  
7 the required number of system approved in-services. Prior approval from the appropriate supervisor on  
8 the approved form is required for credit for outside the system meetings, conferences, workshops, etc.

9 The Board shall approve professional days not to exceed 1,000 to be allocated by grade structure. The  
10 Board shall also approve 100 additional professional days to be distributed by the Central Office and  
11 25 days for teacher participation as members of Southern Association visiting committees.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-26/Contract Article 12</b>	Issued: <b>01/15/09</b>

The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;<sup>1</sup>
3. Evaluations; and
4. INS Form I-9.<sup>2</sup>

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The director of schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;<sup>3</sup>
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.<sup>4</sup>
6. Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number or driver license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee.<sup>5</sup>
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.<sup>6</sup>

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Legal References:

1. TCA 49-2-301(b)(1)(BB)
2. Immigration Reform and Control Act of 1986
3. TCA 49-2-301(b)(1)(CC); TCA 10-7-503—504
4. 20 U.S.C. 6311 § 1111 (6)(A)
5. TCA 10-7-504
6. TCA 10-7-506; TCA 8-5-108

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Cross Reference:

School Board Records 1.407



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Teacher Effect Data</b>	Descriptor Code: <b>5.1141</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-41</b>	Issued:

1 The estimates of specific teacher effects on the educational progress of students will not be a public  
2 record and will be made available only to the specific teacher and the teacher's appropriate  
3 administrators as designated by the Board.<sup>1</sup> Designated appropriate administrators will be the principal  
4 of each respective school and the director of schools.

5 The guidelines for distribution, security and application<sup>2</sup> of the teacher effect data will kept on file in  
6 the central office and will be given to the teacher, the assigned administrator and all school board  
7 members and shall become an administrative procedure to be up-dated as needed by the director of  
8 schools.

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## Legal References:

1. TCA 49-1-606(b)
2. *Guidelines for the Distribution, Security and Application of TVAAS Teacher Effect Data*, State Board Guidelines 1996.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Assignment / Transfer</b>	Descriptor Code: <b>5.115</b>	Issued Date: <b>06/05/14</b>
		Rescinds: <b>5.115</b>	Issued: <b>01/15/09</b>

## 1 ASSIGNMENT

2 The director of schools shall assign personnel to the various schools or departments by June 15 preceding the  
3 school year for which such persons are employed while allowing each principal or immediate supervisor to  
4 assign more specific responsibilities within each school.<sup>1</sup>

5 Assignment of employees shall be made by the director of schools based on the recommendation of the  
6 appropriate division director and/or building principal. The assignment shall be determined by the applicant's  
7 training, experience, and ability to perform the duties of the position and in the best interest of the schools.

8 Extra assignments for which supplements are provided and upon which initial employment was based may not  
9 be relinquished in part by the employee without the approval of the person making the assignment. Other  
10 assignments for which supplemental salary is provided shall be made on an annual contract basis.

## 11 TRANSFER (to move from one school or administrative unit to another)

12 The director of schools shall transfer employees as necessary for the efficient operation of the schools.<sup>2</sup>  
13 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The director of schools is  
14 responsible for developing and disseminating procedures for transfers.

15 All employees transferred shall receive written notification of the transfer with reason(s) prior to the transfer.

16 The Board shall be notified of transfers at its next regular scheduled meeting.

17 Transfers shall be made in accordance with board policy and state law.

## 18 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

19 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be  
20 reassigned as necessary for the efficient operation of the schools. The director of schools is responsible for  
21 developing and disseminating procedures for reassignments.

22 Reassignments shall be made by the employee's immediate supervisor with approval by the director of schools.

### Legal References

1. TCA 49-2-301 (b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303 (b)(3)

### Cross References

Nepotism 1.108  
Line and Staff Relations 5.101  
Job Descriptions 5.103  
Recruitment 5.105

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Staff Positions</b>	Descriptor Code: <b>5.116</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-7</b>	Issued:

## 1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational  
3 plan submitted by the director of schools.<sup>1</sup> Before an additional position is established, the director of  
4 schools will present to the Board a job description, qualifications, performance responsibilities and the  
5 method by which the performance of these responsibilities will be evaluated.

6 The director of schools may revise the organizational plan as long as budgetary amounts are not  
7 exceeded and board policy is not violated. In the event of reorganization, the director of schools will  
8 adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member  
9 of the board of the change and include the change in the director's report at the next board meeting. If  
10 change in personnel creates additional encumbrance on a future budget, prior approval of the Board is  
11 required.

## 12 REDUCTION IN FORCE

13 When it becomes necessary to reduce the number of positions in the system because of a decrease in  
14 enrollment or for other good reasons, the Board shall abolish the positions. The Board or the director  
15 of schools, as appropriate, shall dismiss such employees as may be necessary.<sup>2</sup>

## 16 Licensed Personnel

17 Reductions in staff will be made according to which have the least detrimental effect on children. In  
18 general, this objective dictates a staff reduction policy which:

- 19 1. Retains the most effective teachers;
- 20 2. Avoids undue increases in class size; and
- 21 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

22 The elimination of a position does not necessarily mean the person occupying the position will be  
23 dismissed. When an employee is released, it is the responsibility of the director to make a  
24 recommendation to the Board about which employee shall be released and to justify the  
25 recommendation based upon a composite of the following criteria:

- 26 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher  
27 evaluation;
- 28 2. Adaptability to other assignments (academic and extracurricular);
- 29

3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length and quality of service made to the teaching profession and the school system.

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

#### **Non-Licensed Personnel**

When a non-licensed employee is released because of a reduction in the number of support positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary. <sup>3</sup>

#### **RECALL**

The director of schools shall maintain a preferred re-employment list for tenured teachers whose position is abolished.<sup>3</sup> The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.<sup>2</sup>

It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses the offer of a comparable position will be removed from the preferred list.<sup>4</sup>

Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes to remain on the preferred list for re-employment after the second year shall notify the director of schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the preferred list for re-employment.<sup>4</sup>

Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff.

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#### **Legal References:**

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(d); TCA 49-2-301 (b)(1)(EE)
3. TCA 49-5-511(b)(1)
4. TCA 49-5-511(b)(4)

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Procedure for Granting Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>5.117</b>	Issued: <b>07/28/10</b>

The Board of Education will grant tenure only to those teachers who can present documentation of a record of excellence as a teacher and who are determined by State guidelines to be considered a "highly qualified" teacher or those making appropriate progress toward achieving that status. The director of schools is responsible for documenting and presenting the recommendation for tenure to the Board of Education.<sup>1</sup>

Documentation of a record of excellence in teaching must include:

1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators
2. Specific evidence of effectiveness in teaching students (if appropriate):
  - (a) test scores, including the annual estimate of teacher effect on student progress<sup>2</sup>
  - (b) narrative descriptions of specific examples of effectiveness with students
  - (c) letters from parents
3. Record of attendance for the last five years
4. Documentation of strongly favorable student response
5. Letter from the principal summarizing reasons for recommendation of tenure
6. Other indicators of effectiveness may be included

The following additional guidelines will apply:

1. The decision to grant tenure is solely within the discretion of the Board of Education.<sup>3</sup>
2. The director of schools will recommend persons eligible for tenure at a board meeting in ample time for the director of schools to provide notice of non-renewal to each teacher not granted tenure within five (5) business days following the last instructional day for the school year.<sup>4</sup>
3. Only those teachers who receive a majority vote of the membership of the Board will be granted tenure.
4. Teachers who earn tenure will be honored by the Board in a special ceremony, either at a board meeting or in some other special public event.
5. A teacher who is eligible for tenure, but tenure is denied, shall not be rehired beyond the contract year.
6. No person who has been denied tenure by the Board of Education shall be employed in the school system in any position which requires a license.

### Teacher Returning to Employment

A teacher who has attained tenure status in the school system and later resigns shall serve a two-year probationary period upon reemployment, unless the probationary period is waived by the Board upon request of the director of schools. Upon completion of the two-year period, the teacher shall either be

- 1 recommended by the director for tenure or non-renewed. If tenure is not granted, the teacher cannot
- 2 continue in employment.<sup>4</sup>

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#### Legal References

1. Tenn. Code Ann. § 49-2-301(b)(1)(J)
2. Tenn. Code Ann. § 49-1-606(a)
3. Tenn. Code Ann. § 49-2-203(1)
4. Tenn. Code Ann. § 49-5-504 (b);  
Tenn. Code Ann. § 49-5-409;  
Public Acts of 2015, Chapter No. 232

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Background Investigations</b>	Descriptor Code: <b>5.118</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>5.118</b>	Issued: <b>11/12/15</b>

## *General*

Background checks shall be required for applicants, employees, contract workers, and volunteers.<sup>1</sup>

The Director of Schools/designee shall develop any necessary corresponding procedures.

## **APPLICANTS AND EMPLOYEES**

To ensure the safety and welfare of students and staff, the District shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children. Further, applicants who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.<sup>2</sup> Any costs incurred to perform these background checks and fingerprinting shall be paid by the Board the first time such applicant applies for a position with the Board.<sup>3</sup> If a successful applicant does not remain employed with the Board for a period of six (6) months, then the costs of the background check will be withheld from his/her last regular paycheck. All applicants shall be advised that all hiring decisions are contingent upon satisfactory background check results.

Background checks shall be required of these employees at least once every five (5) years after the date of hire.<sup>1</sup>

## **USE AND DISSEMINATION**

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.<sup>4</sup> The Director of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information ("CHRI") obtained by the district shall be solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information.

1 The Director of Schools is responsible for ensuring that authorized personnel receive such training within  
2 sixty (60) days of employment or job assignment and every three (3) years.

### 3 **RETENTION AND SECURITY**

4 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas  
5 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the  
6 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The  
7 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,  
8 and/or destroy CHRI.

### 9 **DISPOSAL OF CHRI**

10 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering  
11 the information unreadable. Record destruction shall be conducted under the supervision of the Director  
12 of Schools.

### 13 **MISUSE**

14 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and  
15 including termination. Any employee with knowledge of misuse shall immediately report a violation to  
16 the Director of Schools.

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#### Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;  
TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

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#### Cross References

School Volunteers 4.501  
Application and Employment 5.106



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>08/16/17</b>
		Rescinds: <b>5.200</b>	Issued: <b>06/05/14</b>

## 1 SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>

2 The director of schools may suspend a teacher at any time that may seem necessary, pending investigation, or  
3 final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an  
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal  
5 have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no  
6 circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall  
7 be paid full salary for the period of suspension.

## 8 SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>

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

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

## 18 DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>4</sup>

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

21 When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal  
22 or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses  
23 which are charged, and shall be signed by the party or parties making the charges.

24 If, in the opinion of the board, the charges are of such nature as to warrant the dismissal or a suspension greater  
25 than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy  
26 of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the  
27 teacher of his/her legal duties, rights, and recourse.

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

30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list  
31 maintained by the board.

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

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

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

## RESIGNATION

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; or
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.<sup>6</sup>

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

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's license. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the license for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>8</sup>

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw

benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the board that no other qualified personnel are available to substitute teach.<sup>9</sup>

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>10</sup>

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. Public Acts of 2017, Chapter No. 287
10. TCA 8-36-821

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#### Cross References

Recommendations and File Transfers 5.203

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non- Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>08/16/17</b>
		Rescinds: <b>5.201</b>	Issued: <b>08/13/15</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a department of children's services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a  
7 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary  
8 for the period of suspension.

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

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

## 16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**  
18 **the contract year** for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty  
19 after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
21 before an impartial hearing officer.

22 The board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
29 affected employee within ten (10) working days following the close of the hearing. The employee may  
30 appeal the decision to the board within ten (10) working days of the hearing officer rendering the written  
31 decision to the employee. Written notice of appeal to the board shall be given to the director of schools.

1 Within twenty (20) days of receipt of notice, the director of schools shall prepare a copy of the  
2 proceedings, transcript, documentary, and other evidence presented and provide the board a copy of the  
3 same.

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

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

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

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

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

## 18 **NONRENEWAL**

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

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

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their  
25 contract period. If the director of schools determines not to renew the contract of a non-tenured teacher,<sup>1</sup>  
26 the following action shall be taken:

- 27 1. The board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail  
29 so that it will be received by the employee within five (5) business days following the last  
30 instructional day for the school year.<sup>3</sup>

## 31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the  
33 effective date of the resignation.<sup>4</sup> The board may waive the thirty (30) days-notice requirement and  
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the board; and
2. The release by the board of the teacher from the contract which the teacher has entered into with the board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>5</sup>

Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>6</sup>

## RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies in writing to the board that no other qualified personnel are available to substitute teach.<sup>7</sup>

The director of schools may employ teachers retired for at least one year for full-time employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions, which include but are not limited to the following:<sup>8</sup>

1. The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and
5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by board for teachers with comparable training and years of experience filling similar positions.

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

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**Legal References**

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. Public Acts of 2017, Chapter No. 287
8. TCA 8-36-821

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**Cross References**

Recommendations and File Transfers 5.203

<b>Rutherford County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non- Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date: <b>01/12/12</b>
		Rescinds: <b>5.202</b>	Issued: <b>01/15/09</b>

1     **SUSPENSION**

2     A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> Before  
3     an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an  
4     opportunity to respond; and (3) given a written decision of the suspension.

5     Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the  
6     employee shall be paid full salary for the period of suspension, unless suspension without pay is  
7     deemed to be an appropriate penalty.

8     **DISMISSAL**

9     All non-certified (classified) employees are employed at the will of the director. The director of  
10    schools may dismiss any non-certified employee during the contract year for any lawful reason.

11    **RESIGNATION**

12    Support personnel shall give the immediate supervisor written notice of resignation at least two (2)  
13    weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10)  
14    working days may be waived by the director of schools for justifiable reason.

15    The immediate supervisor shall forward copies the day received to the director of schools' office. The  
16    payroll office will prepare final payment for the next appropriate scheduled pay day.

17    **RETIREMENT**

18    Retirement shall mean a termination of services under conditions which will allow the employee to  
19    draw benefits from retirement plans and/or social security benefits.

20    Employees eligible for retirement benefits may elect to retire at any age according to the provisions of  
21    the retirement system.

22    Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
23    responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the  
24    central office. It shall be the responsibility of the retiring employee to file for benefits.

25    Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year  
26    without loss of retirement benefits.



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Legal Reference:

1. TCA 49-2-301 (b)(1)(EE)(FF)

# Rutherford County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Recommendations and File Transfers</b>	Descriptor Code: <b>5.203</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>5.203</b>	Issued: <b>08/16/17</b>

Other than the routine transmission of administrative and personnel files, district employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the person seeking a job change engaged in sexual misconduct regarding a minor or student in violation of the law.<sup>1</sup>

These requirements shall not apply if:

1. The information giving rise to probable cause has been properly reported to the appropriate law enforcement agency; and
2. The matter has been officially closed in one of the following ways:
  - a. The prosecutor or police have investigated the allegations and notified school officials that there is insufficient information to establish probable cause;
  - b. The employee, contractor, or agent has been charged and either acquitted or exonerated; or
  - c. The case remains open, and there have been no charges or indictment filed within four (4) years of the date the information was reported to the law enforcement agency.

Neither the district nor the Board shall enter into, or require a current or former employee to enter into, a non-disclosure agreement during a settlement for any act of sexual misconduct.<sup>1</sup>

The Director of Schools shall develop administrative procedures to enforce this policy and comply with federal and state law.

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#### Legal References

1. 20 USCA § 7926; Public Acts of 2018, Chapter No. 938

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#### Cross References

Application and Employment 5.106  
Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201  
Separation Practices for Non-Certified Employees 5.202  
Child Abuse and Neglect 6.409

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-12/4-15 Contract Art 13</b>	Issued:

## EMERGENCY LEAVE

An immediate supervisor may grant a certified employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

## JURY DUTY

When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day period within twelve months that s/he will be available for jury duty. The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that s/he had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>3</sup>

## COURT APPEARANCES

If a teacher appears in state court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

### *Support Personnel*

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.<sup>3</sup>

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Legal References:

1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
2. TCA 22-1-103 (a)(3)
3. TCA 22-4-108 (b)(1)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>5.302</b>	Issued: <b>11/20/14</b>

## PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

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

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for termination.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay<sup>1</sup> and will always be required in support of absences for more than three (3) consecutive days. The procedures for long-term leaves are addressed in Board Policy 5.304.

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

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the director of schools of the system in which the accumulated leave was held provides notarized verification.<sup>1</sup>

In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.<sup>3</sup> The procedures for Family and Medical Leave are addressed in Board Policy 5.305.

Personnel shall be granted bereavement leave up to two (2) days per event in the event of death of an immediate family member. Interim employees and re-employed retirees will be granted bereavement leave up to two (2) days per event in the event of death of an immediate family member after six (6)

months of employment. Immediate family member shall include the employee's spouse, parents, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

The time allowed/days earned for sick leave shall be one (1) day for each month an employee is employed. Interim certified teachers will earn one (1) sick day per month upon contracting with the District. All other interim employees shall begin earning one (1) day of sick leave for each month employed by the District after six (6) months of interim employment.

Retired personnel re-employed by the District after employee's retirement shall not earn sick leave.

#### **SUPPORT PERSONNEL**

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

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

The immediate supervisor may require a physician's certificate stating the reason for absence of three (3) or more consecutive days

#### **SICK LEAVE BANK**

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

To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.<sup>4</sup> Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.<sup>5</sup>

At any time, the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.<sup>5</sup>

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness only) in the manner designated by the trustees. The need for these days must be verified by a statement from a doctor.

- 1 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any  
2 year.<sup>6</sup> Membership withdrawal results in forfeiture of all days contributed.  
3  
4 The sick leave bank shall be operated in accordance with state law.

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**Legal References**

1. TCA 49-5-710
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(2); Public Acts of 2018,  
Chapter No. 907
4. TCA 49-5-804; TCA 49-5-805
5. TCA 49-5-807
6. TCA 49-5-806

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**Cross References**

Long-Term Leaves of Absence 5.304  
Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>11/20/14</b>
		Rescinds: <b>5.303</b>	Issued: <b>01/15/09</b>

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.

The Director of Schools shall develop procedures for granting personal leave to employees.

Any personal leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

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

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

1. Except in emergency, each employee shall give the principal/supervisor at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:<sup>2</sup>
  - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
  - b. If requested during any prior established student examination period;
  - c. If requested on the day immediately preceding or following a holiday or vacation period;
  - d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the local board of education prior to the commencement of the school year; or
  - e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.<sup>3</sup>

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.



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Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711 (c)(1)
3. TCA 49-5-205

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>5.304</b>	Issued: <b>11/20/14</b>

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption or recuperation of health without loss of accumulated leave credits, tenure status or other fringe benefits. All leaves (military, legislative, maternity, adoption and recuperation of health) shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The thirty (30) day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A brief description of the type of leave requested;
2. The requested dates for beginning and ending leave; and
3. A statement of intent to return to the position from which leave is granted along with a physician's statement releasing the employee to return to work;
4. A physician's statement supporting the initial request for leave and any extension requested.

Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any medical leave may be extended by the director of schools upon written request from the employee. Military leave shall be granted for whatever period may be required. The procedure and condition for extending leave are the same as those used when the original request was granted. A maximum of two consecutive years of extended leave of absence for legislative service or recuperation of health may be taken in a career with the Rutherford County Board of Education.

Certified positions vacated by teachers on nonpaid leave shall be filled with a substitute or interim teacher while the teacher is on leave. If the leave does not exceed twelve (12) months the teacher shall be returned to the same position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or comparable position upon return.

Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of the return if the teacher does not intend to return to the same position from which he or she is on leave. Failure to give such notice shall be considered breach of contract.

### **PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier. Arrangements for direct payment shall be made by the employee directly with the insurance clerk.

1 Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have  
2 the same portion of their insurance premiums paid by the Board as is paid for active employees. This  
3 leave is limited to twelve (12) weeks and subject to the restrictions and conditions of the Family  
4 Medical Leave Act (FMLA).

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Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

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Cross References

Family and Medical Leave 5.305  
Military Leave 5.306  
Physical Assault Leave 5.307  
Sabbatical Leave 5.308  
Legislative Leave 5.309  
Interim Employees 5.700

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>5.305</b>	Issued: <b>03/17/16</b>

## PURPOSE

To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

## ELIGIBILITY

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

## GENERAL PRINCIPLES

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

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

## MATERNITY/PATERNITY LEAVE

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

2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.<sup>4</sup>

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

## LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>

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

## LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave<sup>7</sup>* - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status in the Armed Forces. Qualifying exigencies may include:

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

f. Attending post-deployment activities.

2. *Military Caregiver Leave*<sup>8</sup>- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

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

The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013. The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## **INTERMITTENT LEAVE<sup>9</sup>**

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

## **RESTRICTIONS**

### **1. Notice Requirements**

- a. *Employee Notice*<sup>10</sup>- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state

leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.<sup>11</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>12</sup>

## 2. Certification Requirement<sup>13</sup>

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

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

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

## 3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>

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

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

## REQUIREMENTS OF THE BOARD<sup>15</sup>

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

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

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

- a. The employee fails to return from leave after the period of leave has expired; and
- b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

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Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

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Cross References

Sick Leave 5.302  
Long-Term Leaves of Absence 5.304



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Military Leave</b>	Descriptor Code: <b>5.306</b>	Issued Date: <b>02/12/09</b>
		Rescinds: <b>5.306</b>	Issued: <b>01/15/09</b>

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.<sup>1</sup> Reservists who anticipate military duty during the school year must give written notice to the director of schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.<sup>2</sup> An employee called to active duty by the governor to enforce the laws of the state shall be paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any time spent in active state duty shall not count against the twenty-day period of leave allowed for military service.<sup>3</sup>

Full-time employees who are members of any military reserve component and who are called to active duty as a result of an executive order or during a period of armed conflict have additional benefits/requirements as follows:

1. The board will continue to pay the system portion of the insurance premium for employees that are enrolled in the health care plan.
2. Employees will be entitled to be paid by the board in an amount equal to the difference between their school salary and military salary for up to 18 months following the mandatory twenty (20) days per calendar year. If the military leave continues into a new calendar year the employee shall be paid the mandatory twenty (20) days for the new calendar year. The Board will then continue to pay the difference for the remainder of the time required by military orders up to a maximum of eighteen (18) months. For ten (10) month employees who have chosen ten (10) month salary distribution the eighteen (18) months will include the months of July and August when they employee does not receive a check.
3. If the employee is paid less by the military, an amount to cover the employee portion of the monthly insurance premium will be added to the employee's paycheck. (This amount will not be paid during the initial twenty (20) day period.)
4. If the employee is paid equal or better than their school salary by the military, the employee will receive board pay in an amount that will cover the cost of the employee portion of the monthly insurance premium. (This amount will not be paid during the initial twenty (20) day period.)

1 These provisions shall apply for each time the employee is called to active duty as a result of an  
2 executive order or during a period of armed conflict.

3 Request for leaves and extension of leaves shall conform to state law and board policy governing all  
4 leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for  
5 dismissal.

6 The employee shall supply a copy of the orders for duty, including the dates of departure and return it  
7 to the director of schools prior to, or simultaneous with, requesting leave.

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Legal References:

1. 38 U.S.C.A. § 2024(d)
2. TCA 8-33-109; TCA 49-5-702 (a)
3. TCA 58-1-106(d); TCA 58-1-109

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Cross Reference:

Long Term Leaves of Absence 5.304

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/15/13</b>
		Rescinds:	Issued:

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.<sup>1</sup>

The school system shall continue to pay the teacher's full benefits including, but not limited to health insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician to return to work or the date on which the teacher is determined by the teacher's physician to be permanently disabled from returning to work.<sup>2</sup>

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the director of schools may also be required to verify the extent of the injury.<sup>3</sup>

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#### Legal References:

1. TCA 49-5-714
2. 2013 Public Chapter 439
3. TRR/MS 0520-01-02-.04(5)

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#### Cross References:

Worker's Compensation 3.602  
Long Term Leaves of Absence 5.304

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Legislative Leave</b>	Descriptor Code: <b>5.309</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-17/Contract Article 13</b>	Issued:

1 Certified employees who have been elected to state or local law-making bodies shall be granted  
2 personal leave or leave without pay for the time those law-making bodies are in official session or  
3 while attending official meetings outside the session.<sup>1</sup>

4 In addition, certified employees shall be granted leave to serve on any board or commission of the state  
5 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted  
6 against any other accumulated leave credits. The employee shall notify the principal at least five (5)  
7 days prior to leave being taken.<sup>2</sup>

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#### Legal References:

1. TCA 49-5-702; TCA 49-5-713
2. TCA 49-5-205

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#### Cross Reference:

Long Term Leaves of Absence 5.304

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Vacations and Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>12/03/09</b>
		Rescinds: <b>5.310</b>	Issued: <b>01/15/09</b>

## VACATIONS

Scheduling vacation time will be subject to the immediate supervisor's approval.<sup>1</sup> The annual leave for twelve (12) month full-time employees of the Rutherford County Board of Education shall be as follows:

1. Zero Through Five (5) Years of Employment: One (1) day per month with a maximum accumulated days of thirty (30).
2. Six (6) Through Ten (10) Years of Employment: One and one-half (1 1/2) days per month with a maximum accumulated days of thirty-six (36).
3. Eleven (11) Through Twenty (20) Years of Employment: One and three-quarters (1 3/4) days per month with a maximum accumulated days of thirty-nine (39).
4. Twenty-one (21) Plus Years of Employment: Two (2) days per month with a maximum accumulated days of forty-two (42).

Any annual leave days which are earned and exceed the maximum number of accumulated days allowed for annual leave shall automatically expire and be lost for annual leave purposes when they exceed the maximum number of accumulated days by June 30, but said annual leave days shall be converted to authorized accumulated sick leave days.

When employees retire or leave their employment, said employees shall be paid for their accumulated, unused annual leave.

An employee's years of employment for vacation purposes shall be the same as the employee's years of experience for pay purposes.

## HOLIDAYS

### *Professional Personnel*

Twelve month professional personnel will be provided the following holidays: New Year's Eve, Labor Day, Thanksgiving Day (two days), Christmas (two days), New Year's Day, Good Friday, Memorial Day, July 4th, and any additional days approved by the Board.

### *Support Personnel*

Paid holidays shall be provided as follows:

**10 Month Full-Time  
and Part-time Employees**

**12 Month Full-Time  
and Part-Time Employees**

New Year's Day

New Year's Day

Martin Luther King Day

Martin Luther King Day

President's Day

President's Day

Good Friday

Good Friday

Labor Day

Memorial Day

Thanksgiving Day (2 days)

July 4

Christmas Eve

Labor Day

Christmas Day

Thanksgiving Day (2 Days)

New Year's Eve

Christmas Eve

Christmas Day

New Year's Eve

\*and any additional days approved by the Board.

Effective September 1, 1998, for the purposes of this policy, a full-time employee is defined as an employee who is scheduled to work a minimum of thirty-five (35) hours per week; a part-time employee is defined as an employee who is scheduled to work less than thirty-five hours per week. Temporary or substitute employees are not covered by this policy.

For each holiday, the number of hours that comprise the holiday will be the daily hours specified for that employee when he/she was hired or last rehired.

Any employee who is eligible to be paid for the board-approved holidays must also meet the following conditions:

1. The employee works his/her last scheduled workday prior to and his/her next scheduled workday after such holiday, or
2. The employee uses such paid leave time as he/she is entitled to based upon employment status to cover his/her last scheduled workday prior to and his/her next scheduled workday after such holiday.

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Legal Reference:

1. TCA 5-23-101;104

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Personnel Health Examinations/ Communicable Diseases</b>	Descriptor Code: <b>5.400</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-9/4-9</b>	Issued:

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health  
2 record.<sup>1</sup> Employees shall inform the director of schools whenever they contract a contagious or  
3 communicable disease.

4 No employee who has any communicable disease shall perform his/her duties in any location where  
5 such might endanger the health of school children. The Board shall require any employee to submit to  
6 a physical examination by a physician whenever there is reason to believe that the employee has any  
7 communicable disease.<sup>2</sup>

8 The director of schools shall reassign or suspend any employee who is suspected of having a  
9 communicable disease which might endanger the health of children, pending investigation and final  
10 disposition of the case before the Board.<sup>3</sup>

11 To assist the Board in making final disposition of the case, the director of schools may refer the case to  
12 the County Health Office or other medical experts.

13 The Board shall use the written report to determine the employment status of the employee.

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#### Legal References:

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

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#### Cross References:

Section 504 & ADA Grievance Procedures 1.802  
Suspension/Dismissal 5.200-202

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code: <b>5.401</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-10/4-3</b>	Issued:

## **LIABILITY AND NON-DISCRIMINATION**

No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing his/her employment. No disciplinary action may be taken against an employee solely on the basis of HIV infection or AIDS. Action may be taken against an employee only if s/he is disabled and the disability interferes with his/her ability to perform the activities involved in employment duties. The Board shall make reasonable accommodation to enable the employee to perform employment duties as may be required by state<sup>1</sup> or federal<sup>2</sup> law.

## **HIV/AIDS TESTING**

No school official can require any employee to undergo an HIV antibody test or other HIV-related test. This does not preclude school officials from requiring an employee to undergo an examination when another communicable illness is suspected.<sup>3</sup>

## **CONFIDENTIALITY**

If information is received regarding an employee's HIV status, the director of schools may consult with the school board attorney on the appropriate course of action to pursue, bearing in mind the school system's potential liability for defamation, employment discrimination, and breach of confidentiality requirements.

Information about an employee's HIV status is not to be documented in the employee's personnel file and shall not be faxed.<sup>3</sup>

Information obtained is confidential and may not be released to anyone except: <sup>2</sup>

1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;
2. Persons listed on a court order, and
3. Persons authorized to receive such information without a release or court order according to TCA 68-10-113.

**Under no circumstances shall information identifying an employee with AIDS be released to the public.**



## 1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service  
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.  
4 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal  
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and  
6 Other Blood-borne Pathogens in Health Care Settings.<sup>3</sup>

## 7 EDUCATION AND TRAINING

8 Annually, the director of schools shall ensure that all employees, including newly hired staff, receive  
9 current HIV training. These programs can utilize the educational/training resources of agencies or  
10 private institutions with personnel trained in the areas of HIV/AIDS prevention education.<sup>3</sup>

11 The director of schools shall be responsible for developing, revising and implementing the  
12 administrative guidelines and procedures for this policy. The director of schools shall be responsible  
13 for enforcing this policy by communicating it to all personnel and by providing necessary instruction  
14 to all administrators.

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### Legal References:

1. TCA 68-10-113
2. 20 USC 1232(g); 29 CFR § 1630.13(b)
3. State Board of Education Policy No. 5.300, HIV/AIDS Policy  
for Employees and Students of Tennessee Public  
Schools Revised, August 18, 2005

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### Cross Reference:

Section 504 & ADA Grievance Procedures 1.802

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Hepatitis B (HBV)</b>	Descriptor Code: <b>5.402</b>	Issued Date: <b>11/20/14</b>
		Rescinds: <b>5.402</b>	Issued: <b>01/15/09</b>

All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals.<sup>1</sup>

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with medical personnel, a regulation to be distributed to all staff. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

## **CONFIDENTIALITY AND NON-DISCRIMINATION<sup>2</sup>**

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The director of schools shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Under no circumstances shall information identifying an employee with HBV be released to the public.

## **SAFETY**

Employees who are at high risk of occupational exposure shall be identified and provided with personal protective equipment, including HBV vaccinations. Employees considered to be at high risk shall include:

1. School secretaries and/or paraprofessionals/educational assistants, if they are designated as the person who deals with injuries in the normal performance of their duties;
2. CDC teachers and paraprofessionals/educational assistants working with developmentally disabled/severely disabled students;
3. Bus attendants who work with developmentally disabled students;
4. Custodians;
5. First Responder team members;

6. School nurses; and

7. Behavior Intervention teachers and paraprofessionals/educational assistants who work with students with severe behavior problems.

When any employee is known to have been exposed to HBV on the job site, the employee will be notified immediately by a supervisor, and the Board shall provide vaccinations.

The principal will ensure that an accident report is filed for all accidents. The report will include the employee's name, date of the accident, an explanation of the accident and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

## **EDUCATION AND UNIVERSAL PRECAUTIONS**

HBV education, including universal precautions on handling blood and other body fluids, will be provided to all school personnel and volunteers and may include members of the Board.

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### Legal References

1. 29 CFR Part 1910.1030
2. TCA 68-10-113

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-36.5/4-19.5/7- 30</b>	Issued:

## REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

## TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Drivers License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.<sup>1</sup>

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and

his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as employee of the Board and possible legal prosecution.

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

### **Procedures**

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

### **Implementation**

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

### **Dissemination**

The director of schools/director of transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.<sup>2</sup> The director of schools/director of transportation is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

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#### **Legal Reference:**

1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-3</b>	Issued:

Employees shall be provided a work environment free from sexual, racial, ethnic, disability and/or religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication. The following guidelines are set forth to protect employees from discrimination/harassment.

Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature or disability related which:

1. Unreasonably interferes with the individual's work or performance; or
2. Creates an intimidating, hostile or offensive work environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of employment;
4. Implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of discrimination/harassment shall report these incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the director of schools. Allegations of discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances 5.501*). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of all witnesses; and
5. Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with

1 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
2 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses  
3 may be disclosed in appropriate circumstances to individuals with a need to know.

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

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

11 An employee disciplined for violation of this policy may appeal the decision by contacting the director  
12 of schools.

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Legal References:

1. Title VII; 29 CFR §1604.11
2. Title IX (20 U.S.C. §§ 1681-1686)

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Cross References:

Appeals To & Appearances Before the Board 1.404  
Complaints and Grievances 5.501

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Complaints and Grievances</b>	Descriptor Code: <b>5.501</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-3/Contract Article 5</b>	Issued:

## 1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The Board believes that differences of opinions arising in the course of employment should be resolved  
3 as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and  
5 procedures to that staff member, administrative practices within his/her particular school, and  
6 relationships with other employees, the staff member concerned must consult the administrative or  
7 supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot  
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may  
9 discuss the matter with the next level of supervision up to and including the director of schools.

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

## 14 HARASSMENT/DISCRIMINATION GRIEVANCES

15 Employees should notify any district complaint manager if they believe the Board, its employees or  
16 agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute  
17 or board policy including: 1,3,4

18 1. Title II of the Americans with Disabilities Act 2

19 2. Title IX of the Education Amendments of 1972 7

20 3. Section 504 of the Rehabilitation Act of 1973 5

21 4. Claims of sexual harassment under Title VII of the

22 Civil Rights Act of 1964 and Title IX of the

23 Education Amendments of 1972 6,7

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

30 1. *Filing a Complaint* — An employee who wishes to avail himself or herself of this grievance



procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint managers may request the employee to provide a written statement regarding the nature of the complaint. The complaint manager may assist the employee in filing a complaint.

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

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

## APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)

*(Note: Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.)*

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### Legal References

1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.
2. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
3. Equal Pay Act, 29 U.S.C. § 206(d)
4. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
5. Rehabilitation Act, 29 U.S.C. § 791 et seq.
6. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.

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### Cross References

Appeals To and Appearances Before the Board 1.404  
 Section 504 & ADA Grievance Procedures 1.802  
 Equal Opportunity Employment 5.104  
 Discrimination/Harassment of Employees 5.500

7. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date: <b>08/16/17</b>
		Rescinds:	Issued:

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

Each staff member has the right to:<sup>1</sup>

1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;<sup>2</sup>
2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;

Educators have the right to:

1. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
3. Provide students with a safe environment;
4. Defend themselves and their students from physical violence or harm;<sup>3</sup>
5. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
6. Review all instructional material or curriculum before being utilized by students; and
7. Not be required to use his/her personal money to appropriately equip a classroom.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the board and the procedures designed to implement them;<sup>5</sup>
2. To adhere to the Teacher Code of Ethics;<sup>6</sup>
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
- 2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

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#### Legal References

1. Public Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

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#### Cross References

Curriculum Development 4.200  
Controversial Issues 4.800  
Religion in the Curriculum 4.804

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

## ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of a principal, teacher or other school administrative employee may participate in business transactions with the school system where a sealed competitive bid system is used, provided that the employee does not have discretion in the selection of bids or specifications.<sup>1</sup>

It shall be a misdemeanor for the director of schools to take any other contract under the Board, to perform any other service for additional compensation, to act as principal or teacher in any school, or to become the owner of a school warrant other than that allowed for his/her service as director of schools or as secretary to the Board.<sup>2</sup>

## PROFESSIONAL AND SUPPORT PERSONNEL

Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis; <sup>1</sup>
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school system;
3. Employees will not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee; and
5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

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**Legal References:**

1. TCA 49-6-2003
2. TCA 49-2-301(c)

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**Cross References:**

Purchasing 2.805  
Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808  
Employee-Developed Materials 4.405

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Employee Participation in Recreational or Fitness Activities</b>	Descriptor Code: <b>5.6101</b>	Issued Date: <b>12/03/09</b>
		Rescinds: <b>3-41</b>	Issued:

1 System employees overseeing recreational and/or physical fitness activities which occur during the  
2 school day as a part of the educational curriculum (i.e. recess, physical education class, field day, field  
3 trips) are to oversee the activities and actions of the students in their care. Participation in these types  
4 of activities will be compensable under the Board's On the Job Injury Program.

5 Employees should not participate in recreational and/or physical fitness activities which are not during  
6 the school day and/or a part of the educational curriculum unless specifically approved by the  
7 principal. Participation in these types of activities is voluntary and accidents/injuries which result from  
8 such participation will not be compensable under the Board's On the Job Injury Program.

<b>Rutherford County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Staff- Community Relations</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-35/4-12</b>	Issued:

## 1 **POLITICAL ACTIVITIES**

2 Employees may, on their own time, campaign for or against any candidate or referendum, but they  
3 shall not use the schools, the classroom or system position for political forum nor engage in any  
4 political promotion or solicitation during school hours.

5 Any employee who intends to campaign for an elective public office which infringes upon a contracted  
6 agreement shall present a proposed solution to the Board for consideration. The essential element to  
7 be determined by the Board is whether the activities proposed by the employee are consistent with his  
8 services to the school system and the best interests of education.

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Cross References:

Board-Community Relations 1.500

News Releases, News Conferences & Interviews 1.503

Advertising & Distribution of Materials in Schools 1.806



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Tutoring for Pay</b>	Descriptor Code: <b>5.608</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-62</b>	Issued:

No employee may charge a pupil a fee for any service rendered the pupil on the school premises or during school hours, or for any teaching service connected with the school system. Tutoring one's own pupils for pay is prohibited.<sup>1</sup>

No teacher shall give private lessons to a pupil either on school property or during school hours for pay, and no school facility may be used for such purpose.<sup>2</sup>

No employee may sell to pupils any goods or equipment of any kind, or render any commercial service to the school system on a commission basis, nor may any employee receive royalties on books or materials which has been written and sold for use in the school system during his tenure of office in the organization.

The director of schools may allow enrichment and tutoring activities be offered in school facilities. Enrichment programs shall be approved by the director of schools or his designee on an individual basis. The director of schools reserves the option to impose facility usage fees/requirements/restrictions as deemed appropriate. The fees/ requirements/restrictions may be revised at the discretion of the director of schools or his designee.

The use of facilities policy and procedure will apply to enrichment/tutoring sessions, including the liability insurance requirements, except when waived by the director of schools or his designee.

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## Legal References:

1. TEA Code of Ethics of the Education Profession
2. TCA 49-2-203(b)(10)(A)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Ethics</b>	Descriptor Code: <b>5.611</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees are expected to maintain high standards in their school relationships.<sup>1</sup> These standards include the following:

1. The maintenance of just and courteous professional relationships with student, parent(s), staff members and others;
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work;
3. The transaction of all official business with the properly designated authorities of the school system;
4. The establishment of friendly and intelligent cooperation between the community and the school system;
5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized;
6. The welfare of children as the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
8. The responsibility to make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the director of schools, if necessary; and
9. The proper use and protection of all school properties, equipment and materials.

Legal Reference:

1. TCA 49-5-501(3)(D); TEA Code of Ethics of the Education Profession

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>5.701</b>	Issued: <b>02/09/17</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the Board of Education or by a third party public or private employer through an agreement between such third party employer and the Board of Education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the Board of Education.<sup>2</sup>

### APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.<sup>4</sup>

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the contracted substitute provider who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

### COMPENSATION

If employed directly by the Board of Education, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

### CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits<sup>1</sup> and may substitute for additional days if the Director of Schools certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.<sup>7</sup>

## 1    **EMERGENCY NEEDS**

2    All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
3    Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4    unable to arrive on time or remain for the full day.

5    Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6    receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7    for both positions at the same time.

## 8    **TRAINING AND ORIENTATION**

9    The Director of Schools shall be responsible for ensuring that there are appropriate training and  
10   development programs for substitute teachers.

## 11   **RESPONSIBILITIES**

12   Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
13   limited to, bus duty and playground supervision.

## 14   **RE-EMPLOYMENT/TERMINATION**

15   On an annual basis, the Director of Schools, with input from the principals, shall determine which  
16   substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
17   acceptable level shall not be re-employed.

18   All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
19   the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1.   TRR/MS 0520-1-2-.04(6)
2.   TCA 49-5-709
3.   TCA 49-5-413(a)(2)
4.   TCA 49-2-203(a)(15)
5.   Public Acts of 2017, Chapter No. 387
6.   TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7.   TCA 8-36-805

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Student Teachers</b>	Descriptor Code: <b>5.702</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>3-20</b>	Issued:

1 Student teachers shall be accepted or refused by either the principal or the cooperating teacher.

2 Student teachers will be expected to observe all rules and regulations established by the Board.

3 A student teacher shall be accorded the same protection of the laws as a certified teacher and shall  
4 comply with all rules and regulations of the Board and observe all duties of teachers as set forth in  
5 state statute.<sup>1</sup>

6 In addition, student teachers shall be required to fulfill all normal local responsibilities, both school  
7 and extracurricular, and shall familiarize themselves with the policies of the Board and the school.

8 The presence of the student teacher does not relieve the regular teacher of the responsibility of the  
9 program. The principal shall have the responsibility to regulate the absence of the regular teacher in the  
10 classroom. The student teacher should be given an opportunity to gain a sense of total classroom  
11 control with a minimum of absences of the regular teacher. An individual teacher shall have only one  
12 student teacher per semester, with the exception of activity programs, such as P.E.

13 The evaluation of a student teacher shall be based upon a joint agreement between the cooperating  
14 teacher and the student's supervising teacher.

15 A student teacher may be asked to terminate his or her service upon the mutual consent of the  
16 principal, the cooperating teacher and the supervising teacher at any time during the term.

Legal Reference:

1. TCA 49-5-403 (a); TCA 49-5-201; TRR/MS 0520-2-3.11(3)

# Rutherford County Board of Education

Monitoring:  Review: Annually, in March	Descriptor Term:  <b>Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>5.801</b>	Issued: <b>01/15/09</b>

When a vacancy occurs, the appointment of a director of schools is a function of the Board.<sup>1</sup> The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

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

Prior to conducting a search to fill the position, the Board shall initially develop the following:<sup>3</sup>

- a job description
- a timeline
- a process for accepting and reviewing applications
- selection procedures which shall include, but not be limited to, the following:

1. The Board may invite the community, including board employees, to participate in the process of selecting a director of schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.

2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.

3. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.

4. The Board will attempt to select a director by unanimous vote, but a simple majority vote of the membership of the board shall be required for the appointment of a director of schools.

## Legal References

1. TCA 49-2-203 (a)(14)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(14)(B)



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5.802</b>	Issued: <b>03/07/08</b>

## 1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education
- 4 3. Three years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be  
13 assigned by the Board. The Director of Schools may delegate these duties together with appropriate  
14 authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of  
15 accountability.

## 16 ESSENTIAL FUNCTIONS

### 17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those  
19 board-established priorities.
- 20 2. Prepares and recommends short and long-range plans for Board approval and implements those  
21 plans when approved.
- 22 3. Prepares, in conjunction with the board president, agenda recommendations relative to all  
23 matters requiring board action, including all facts, information, options, and reports needed to  
24 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 25 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
26 of the proceedings of all meetings of the Board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.  
28 Recommends policies or courses of staff action.



6. Develops administrative procedures to implement board policy or for the items deemed necessary for the efficient operation of the schools and disseminates these procedures to appropriate staff.
7. Keeps the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
8. Ensures that all local, state, and federal standards for the health and safety of the students and staff are maintained and that required reports are maintained.
9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and the rules and regulations of the State Board.<sup>1</sup>

### **Financial Management**

1. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices. Continually assesses business practices to achieve efficiency.
2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget to the appropriate local funding body for adoption.
3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the public school funds and submits them to the local funding body.
4. Ensures that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

### **Personnel Administration**

1. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
2. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
3. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
4. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
5. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.
6. Evaluates principals annually.

## 1 **Instructional Leadership**

1. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations for the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

## 15 **Community/Public Relations**

1. Promotes community support of the schools. Interprets district programs and services, reports, plans, events, and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their student's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the school district and its interests in community organizations, activities, and projects.

28 **TERMS OF EMPLOYMENT:** Twelve (12) months a year. Serves in accordance with the terms of the  
29 contract between the board and the Director of Schools. Salary to be determined by the Board.

30 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
31 and the board's policy on evaluation of the Director of Schools.

- 1 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and  
2 level of work being performed by the person assigned to this position. They are not intended to be a  
3 complete list of responsibilities, duties and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301

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Cross References

Executive Committee 1.301  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Evaluation of the Director of Schools</b>	Descriptor Code: <b>5.803</b>	Issued Date: <b>08/09/12</b>
		Rescinds: <b>5.803</b>	Issued: <b>01/15/09</b>

Through an annual evaluation of the Director of Schools,<sup>1</sup> the Board will strive to accomplish the following:

1. Clarify the role of the Director according to a job description as agreed upon by the Board and the Director;
2. Develop harmonious working relationships between the Board and the Director; and
3. Develop improvements in the administrative leadership of the school system.

The Board will develop, with the Director, a set of performance objectives based on the needs of the system. The performance of the Director will be reviewed in accordance with these specified goals. The performance objectives will be memorialized in an evaluation plan that includes, at a minimum, sections regarding job performance, student achievement, relationships with staff and personnel, relationships with board members, and relationships with the community.

At a time agreed to by the Board and the Director, the Board will meet as a body to evaluate the Director's performance.

The following guidelines will be used in the evaluation process:

1. The Director will know the standards upon which he/she will be evaluated and will be involved in the development of those standards.
2. A part of the evaluation may be a composite of the evaluation by individual board members, but the Board, as a whole, will meet with the Director to discuss the composite evaluation.
3. The evaluation shall include a discussion of strengths as well as weaknesses.
4. Both the Board and Director will prepare for the evaluation; the Director will conduct a self-evaluation and board members will document the evidence used in rating the Director's performance.
5. All documentation will be supported by objective evidence.

Legal Reference:

1. TRR/MS 0520-2-1-.01

Cross Reference:

Board-Director Relations 1.205

# Rutherford County Board of Education

Monitoring:

Review: Annually, in  
March

Descriptor Term:

## Attendance

Descriptor Code:

6.200

Issued Date:

10/31/18

Rescinds:

6.200

Issued:

06/07/18

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

The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

Excused absences shall include:<sup>4</sup>

1. Personal illness/injury

- a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has five (5) school days in which

to submit a note. After that time period has elapsed, the absence(s) will become permanently unexcused.

- b. The school may accept a written note from a parent/guardian or legal custodian verifying a student's illness for up to a total of ten (10) accumulated days during the school year. However, if a student is absent due to illness more than a total of ten (10) accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent absences due to illness to be excused.

2. Illness of immediate family member

- a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.

3. Death in the family

- a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.
- b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.

4. Extreme weather conditions

5. Religious observances<sup>5</sup>

6. Military Service of Parent/Guardian

- a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.
- b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>6</sup>

7. Pregnancy

8. School sponsored or school endorsed activities<sup>7</sup>

9. Summons, subpoena, or court order

- a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.

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

1 The principal shall be responsible for ensuring that:<sup>8</sup>

- 2 1. Attendance is checked and reported daily for each class;
- 3
- 4 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 5 for the majority of the day;
- 6 3. All student absences are verified;
- 7 4. Written excuses are submitted for absences and tardiness; and
- 8 5. System-wide procedures for accounting and reporting are followed.

## 9 **TRUANCY**

### 10 *General*

11 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted  
12 present. Students receiving special education services may attend part-time days, alternating days, or for  
13 a specific amount of time as indicated in their Individualized Education Plan.<sup>9</sup>

14 If a student is required to participate in a remedial instruction program outside of the regular school day  
15 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences  
16 from these programs shall be reported in the same manner.<sup>10</sup>

17 Students who are absent five (5) days without adequate excuse shall be reported to the Director of  
18 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
19 absence. The Director of Schools/ designee shall also comply with state law regarding the reporting of  
20 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences,  
21 then he/she is subject to referral to juvenile court.<sup>8</sup>

22 The Director of Schools/designee shall develop appropriate administrative procedures to implement this  
23 policy.

### 24 *Progressive Truancy Intervention Plan*<sup>11</sup>

25 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
26 framework outlined below.

#### 27 **Tier I**

- 28 1. A conference with the student and the student's parent/guardian;
- 29
- 30 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and
- 31 an attendance officer. The contract shall include:
- 32
- 33 a. A specific description of the school's attendance expectations for the student;

- b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
- c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

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

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

## **Tier II**

If a student accumulates additional unexcused absences in violation of attendance contract in tier one, the student will be subject to tier two.

An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

## **Tier III**

This tier will be implemented if the truancy interventions under tier two are unsuccessful.

The Director of Schools shall develop procedures for the implementation of a progressive truancy intervention process under tier three.

## **COLLEGE VISITS**

Any high school student wishing to participate in a postsecondary school visit during the school year shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety of the student during the visit.<sup>12</sup>

The principal/designee shall count a student present for no more than three (3) days each school year for students participating in a postsecondary school visit. The student shall be counted present for the day of the postsecondary school visit and shall not be counted present during any travel days.

In order to be counted present for the school day missed, the student shall submit to the principal/designee a signed letter or form from a campus official verifying that the visit to the postsecondary school occurred.

The student shall complete any school work missed due to the student participating in a postsecondary school visit.



## **PERFECT ATTENDANCE**

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. To have perfect attendance in a particular class, a student must be present every day for over half of the class period.

Any student who misses class or a day of school because of observance of a day set aside as sacred by a religious denomination of which the student is a member or adherent, shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such observance.

Any student who misses class or a day of school because of a scheduled visit to a college or university shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such visit. Any student who misses class or a day of school because of earning an exemption from exams shall be deemed to have met the requirements for perfect attendance if his/her only absences were related to the exemptions.

## **POSITIVE INCENTIVES FOR PERFECT ATTENDANCE**

### **Grades K-8**

Individual schools are encouraged to provide incentives for regular attendance.

### **Grades 9-12**

Final Exam Exemptions (Other than state mandated End of Course Exams)-Eligibility for exam exemptions (other than state mandated End of Course Exams) begins the first day of school. The final decision regarding final exemption of any student will be determined by the principal/designee. Any student who has been suspended (in-school or out-of-school) is not eligible for exemptions. The criteria for final exam exemption are as follows:

Full Year Classes	One Semester Class
8 absences-A average	4 absences-A average
6 absences-B average	3 absences-B average
4 absences-C average	2 absences-C average
2 absences-D average	1 absence-D average

## **ABSENCES MAY NOT BE MADE UP FOR THE PURPOSE OF QUALIFYING FOR EXAM EXEMPTION.**

Any student in Rutherford County Schools with four (4) years perfect attendance will receive recognition for this achievement.

## **TARDIES K-12**

Being on time to school and class is essential for optimum teaching and learning. When a student is tardy, he/she disrupts this process for others and loses important learning time for himself/herself. School

bus transportation is provided free of charge to students of Rutherford County. For this reason, tardies related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an excused tardy when late to school, the student must either:

- a. A doctor's statement;
- b. An official court notice; or
- c. A parent conference or a parent's telephone call and approval by the administration.  
(Personal illness would be excused.)

## **STATE-MANDATED ASSESSMENT**

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

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

## **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>13</sup> If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## **ATTENDANCE HEARING<sup>14</sup>**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted.

- 1 Upon notification of the attendance committee decision, the principal shall send written notification to
- 2 the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken
- 3 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their
- 4 right to appeal such action within two (2) school days to the Director of Schools/designee.
- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 6 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
- 7 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
- 8 Following the review, the board may affirm or overturn the decision of the Director of Schools/designee.
- 9 The action of the board shall be final.
- 10 The Director of Schools/designee shall ensure that this policy is posted in each school building and
- 11 disseminated to all students, parents, teachers, and administrative staff.

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#### Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3019
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018)
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
9. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018)
10. TCA 49-6-3021
11. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
12. State Board of Education Policy 4.100
13. TCA 49-2-203(b)(7)
14. TRR/MS 0520-01-02-.17

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#### Cross References

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Students in Foster Care 6.505  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Compulsory Attendance Ages</b>	Descriptor Code: <b>6.201</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>6.201</b>	Issued: <b>01/15/09</b>

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school.<sup>1</sup> A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one year deferral in required attendance. Any such deferral shall be reported to the director of schools by the principal. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.<sup>2</sup>

A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the current school term.<sup>4</sup> No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>4</sup>

Any transfer student applying for admission who was legally enrolled as a first grade student in another state and who will be six years of age no later than December 31 of the current school year, shall be enrolled in the first grade. Any transfer student applying for admission who was legally enrolled in an approved kindergarten in another state and who will be five years of age no later than December 31 of the current school year, shall be enrolled in kindergarten.

Any child applying for admission who was legally enrolled in an approved kindergarten in another state during the preceding school year, who is six years of age no later than December 31 of the current school year, and who could have enrolled in first grade in that state during the current school year, shall be enrolled in the first grade.

A child entering a special education program shall be no less than three (3) years of age.<sup>5</sup>

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall not apply to the following: <sup>2</sup>

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED; or
3. A student enrolled in a home school who has reached the age of seventeen (17).

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Legal References

1. TCA 49-6-3001(c)(1);  
*Covell v. State* (1920), 143 Tenn. 571, 227 S.W. 41
2. TCA 49-6-3005 TCA 49-3-310(1)(C)
3. TCA 49-6-3001(a); TCA 49-6-3001(b)(1)
4. TCA 49-6-201(3); TCA 49-6-201(8)(d); TRR/MS  
0520-1-3-.03(10)
5. 20 U.S.C. Sec 5. 1400-1485

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Cross References

Special Education Program 4.202  
Adult Education Program 4.208  
Special Education Students 6.500

# Rutherford County Board of Education

Monitoring:

Review: Annually, in  
March

Descriptor Term:

**Voluntary Pre-K Attendance**

Descriptor Code:

**6.2011**

Issued Date:

**06/07/18**

Rescinds:

Issued:

The board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education.<sup>1</sup>

While enrollment in an approved pre-kindergarten program is voluntary<sup>2</sup>, attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

## **EXCUSED ABSENCES**

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

## **UNEXCUSED ABSENCES**

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;

2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

## DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

## DISTRICT VOLUNTARY PRE-K CONTACT

Linda Prichard  
Pre-K Instruction Specialist  
Phone: 615-893-5815  
E-Mail: prichardl@rcschools.net

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### Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

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### Cross References

Attendance 6.200

<b>Rutherford County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-3</b>	Issued:

- 1 The Board of Education recognizes its legal responsibility to ensure that all children of compulsory
- 2 attendance age have the opportunity to receive an education that is appropriate under the law.
- 3 The Board will follow state law in cooperating with parents who wish to have their children receive an
- 4 education provided at home.
- 5 In the case of special needs courses, such as laboratory sciences, vocational education, special
- 6 education, etc., public school facilities may be used by home school participants with approval by the
- 7 director of schools, but this permissive authority shall not be construed to confer any right upon such
- 8 participants to use public school facilities.



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-5/5-67</b>	Issued:

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.<sup>3</sup>

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.<sup>4</sup>

## Legal References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3051

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <b>08/09/12</b>
		Rescinds: <b>6.204</b>	Issued: <b>12/03/09</b>

Students residing outside the school system boundaries shall not be permitted to attend Rutherford County Schools; however, children of teachers employed by the Board of Education shall be permitted to attend, subject to specific conditions.

If the student and his 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 he is enrolled through the remainder of that academic year, if recommended by the principal and approved by the Director of Schools.

If a student and his 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. 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 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:<sup>1</sup>

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.
4. Non-resident children of employees at magnet schools will not be permitted to attend the magnet school.
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.

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**Legal References:**

1. TCA 49-6-3113; TCA 49-6-3103  
TRR/MS 0520-1-3-.03(11)(f-i)
2. TCA 49-6-3003; TCA 49-6-403 (f)

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**Cross Reference:**

Foreign Exchange Students 6.502

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Assignments</b>	Descriptor Code: <b>6.205</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>6.205</b>	Issued: <b>01/15/09</b>

### 1 TO SCHOOLS

2 Students, including those in kindergarten, are expected to attend the school to which they are assigned  
3 by virtue of their residence.<sup>1</sup>

4 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the  
5 assignment, make application to the Board for a hearing requesting a transfer to another school.<sup>2</sup>

### 6 TO CLASSES

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

8 Students who enter the system from another school system are to be placed by the principal in the  
9 grade and/or level as indicated by records from the former school. If the student's placement is  
10 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade  
11 level. Parents shall be kept advised.

12 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the  
13 abuse allegedly occurred while the child was under the supervision or care of the school. If available  
14 and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and  
15 the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by  
16 a juvenile court to have committed the child sexual abuse; or (3) criminally charged.<sup>3</sup>

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#### Legal References

1. TCA 49-6-3102-3103
2. TCA 49-6-3201
3. Public Acts of 2015, Chapter No. 286

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-29</b>	Issued:

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - (b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.<sup>2</sup>
6. No student will be allowed to leave campus during lunch.
7. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.<sup>1</sup>

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## Legal References:

1. TRR/MS 0520-1-7-.03
2. TCA 36-6-105

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Child Custody/Parental Access</b>	Descriptor Code: <b>6.209</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. <sup>1</sup> The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable. <sup>2</sup>

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school. <sup>3</sup>

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## Legal References:

1. 20 U.S.C. § 1232g  
(Family Educational Rights and Privacy Act of 1974)
2. TCA 49-6-902
3. TCA 36-6-105

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## Cross Reference:

Student Records 6.600-604

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Code of Behavior and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-8</b>	Issued:

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

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.

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 copies of the Code. <sup>1</sup>

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

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Legal Reference:

1. Student and Employee Safe Environment Act of 1996 ; TCA 49-6-4011, et. al.



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Rights and Responsibilities</b>	Descriptor Code: <b>6.301</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-9</b>	Issued:

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities<sup>1</sup>; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to: <sup>2</sup>

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

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Legal References:

1. 20 U.S.C. § 1703
2. TCA 49-6-3401

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Procedural Due Process</b>	Descriptor Code: <b>6.302</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>6.302</b>	Issued: <b>01/15/09</b>

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall follow the steps outlined in Policy 6.316.<sup>3</sup>

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#### Legal References:

1. *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. *Goss v. Lopez*, 410 U.S. 565, (1975)
3. TCA 49-6-3401(c)(4)(A)

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#### Cross References:

Interrogations and Searches 6.303  
Discipline Procedures 6.313  
Disciplinary Hearing Authority 6.317

<b>Rutherford County Board of Education</b>			
Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>07/20/11</b>
		Rescinds: <b>5-11</b>	Issued: <b>01/15/09</b>

## **INTERROGATIONS BY SCHOOL PERSONNEL**

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities.<sup>1</sup>

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

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

## **INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation, unless instructed to leave the interrogation by local law enforcement officials.

The use of police women or female staff members is desirable in the interrogation of female students.

## **POLICE-INITIATED INTERROGATIONS**

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee

shall be present during the interrogation, unless instructed to leave the interrogation by local law enforcement officials.

### SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

## **USE OF ANIMALS**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

## **USE OF METAL DETECTORS**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

The director of schools shall develop procedures for use of metal detectors.

## **SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no

significant value, the item may be destroyed, but only with the express written permission of the director of schools.

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

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Legal References:

1. TCA 49-6-4202 through TCA 49-6-4212

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Cross References:

Procedural Due Process 6.302  
Child Abuse and Neglect 6.409

# Rutherford County Board of Education

Monitoring:  Review: Annually, in March	Descriptor Term:  <b>Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>6.304</b>	Issued: <b>08/16/17</b>

It is the policy of the Rutherford County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

This policy shall be published in the parent/student handbook distributed to every student annually.

## **Discrimination (Sexual, Racial, Ethnic, Religious)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination.

Student discrimination will not be tolerated. Discrimination is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

## **Bullying/Cyber-Bullying/Intimidation**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.<sup>1</sup> Bullying, Intimidation, and Harassment are defined as an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;



- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

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

Cyber-bullying is defined as a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action.

Any employee disciplined for violation of this policy may appeal the decision by contacting the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## **DISCRIMINATION/BULLYING/CYBER-BULLYING AND INTIMIDATION COMPLAINT PROCEDURES**

### **1. Filing a Complaint:**

Any student of the school district may report a discrimination or bullying/cyber-bullying/intimidation complaint to any teacher, administrator or other school official. Any teacher, administrator or other school official who has or receives notice that a student has or may have been the victim of discrimination/bullying/cyber-bullying or intimidation shall:

- 1 • Notify the principal/designee immediately.
- 2 • The principal/designee at each school shall be responsible for investigating and resolving
- 3 complaints.
- 4
- 5 • Once a complaint is received, the principal/designee shall initiate an investigation within forty-
- 6 eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours,
- 7 the principal/designee shall provide the director of schools/designee with appropriate
- 8 documentation detailing the reasons why the investigation was not initiated within the required
- 9 timeframe.<sup>2</sup>
- 10
- 11 • Complaints against the building principal shall be reported to the director of schools/designee.
- 12
- 13 • The principal/designee shall notify the parent/legal guardian when a student is involved in an
- 14 act of discrimination/bullying/cyber-bullying or intimidation. The principal/designee shall
- 15 provide information on district counseling and support services. Students involved in an act of
- 16 discrimination/bullying/cyber-bullying or intimidation shall be referred to the appropriate
- 17 school counselor by the principal/designee when deemed necessary.
- 18
- 19 • Upon determination of a violation, the principal/designee shall conduct a prompt, thorough and
- 20 complete investigation of each alleged incident. All investigations shall be completed and
- 21 appropriate intervention taken within twenty (20) calendar days from receipt of the initial
- 22 report. If the investigation is not complete or intervention has not taken place within twenty
- 23 (20) calendar days the principal/designee shall provide the director of schools/designee with
- 24 appropriate documentation detailing the reasons why the investigation has not been completed
- 25 or the appropriate intervention has not taken place.<sup>2</sup> Within the parameters of the Federal
- 26 Education Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232(g), a written report of the
- 27 investigation will be delivered to the parents of the complainant, parents of the accused student
- 28 and the director of schools/designee.

## 29 REPORTS

30 By August 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying  
31 cases brought to the attention of school officials during the prior academic year. The report shall also  
32 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
33 presented to the board of education at its regular July meeting, and it shall be submitted to the state  
34 department of education by August 1.

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### Legal References

1. TCA 49-6-4503
2. TCA 49-6-4503(c)(2)(B)

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### Cross References

Appeals To and Appearances Before the Board 1.404  
Staff-Student Relations 5.610  
Student Complaints and Grievances 6.305  
Discipline Procedures 6.313

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Interference/Disruption of School Activities</b>	Descriptor Code: <b>6.306</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>Contract Article 10</b>	Issued:

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.<sup>1</sup> This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>2</sup>

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## Legal References:

1. TCA 49-6-4102
2. TCA 49-6-3401

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-17.3</b>	Issued:

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

1. Each school will maintain procedures for responding to the needs of students who use and/or abuse alcohol or drugs, including:
  - A. Appropriate ways for handling alcohol/drug related medical emergencies;
  - B. Guidelines for reporting alcohol/drug incidents and illegal activities;
  - C. Guidelines for referral of students who may have an alcohol/drug problem, and/or are considered "high risk" to agencies and other sources of appropriate help;
  - D. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.
2. Each school will follow the following guidelines to safeguard students and staff and to maintain a positive learning environment:
  - A. Clothing and accessories bearing slogans that are about or suggestive of drugs, alcohol, sex, obscenities or prove to be a disturbing influence shall not be allowed in the Rutherford County School System;
  - B. Students will not possess, distribute, use or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students will not possess, distribute or use any drug paraphernalia in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.<sup>2</sup>
  - C. Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.
  - D. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and take appropriate disciplinary action as afforded through the Board disciplinary policies.<sup>3</sup>

\*E. Any student possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, except that the director of schools shall have the authority to modify this expulsion on a case-by-case basis.

\*F. Any student unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, except the director of schools shall have the authority to modify this expulsion on a case-by-case basis.

\*G. Any student selling, distributing, or transferring any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, except the director of schools shall have the authority to modify this expulsion on a case-by-case basis.

H. The substance and/or paraphernalia will be held by the principal until such time as delivered to or requested by the law enforcement authorities in charge.

#### \*ZERO TOLERANCE OFFENSES

Through the use of state guidelines the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act by:
  - A. Informing all students in grades seven (7) through twelve (12) of its provisions;
  - B. Distribution to all such students a pamphlet from the Department of Safety describing the law;
  - C. Including the teaching of the components of the law in the annual pre-school year in-service training for teachers and principals; and
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

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#### Legal References:

1. TRR/MS 0520-1-3-.08(2)(d)
2. 20 USCA § 7116; 34 CFR § 86.200.
3. TCA 39-17-417; TCA 39-17-715
4. TCA 49-6-4209; TCA 49-6-3401

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#### Cross References:

Drug-Free Workplace 1.804  
Zero Tolerance Offenses 6.309  
Suspension/Expulsion/Remand 6.316

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Bus Conduct</b>	Descriptor Code: <b>6.308</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>6.308</b>	Issued: <b>01/15/09</b>

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a  
2 school bus except students assigned to that bus or parents of students or other persons with lawful and  
3 valid business on the bus.<sup>1</sup>

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the  
5 bus in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all  
7 reasonable directions given by him/her shall be followed. A driver may remove a student in the event  
8 that the driver finds it necessary for the safety of the other student passengers or the driver, provided  
9 that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to  
10 school authorities as soon as possible, but no later than the following day, any student refusing to obey  
11 the driver or exiting the bus without the driver's permission at a point other than the student's  
12 destination for that trip.<sup>2</sup>

13 The principal of the student transported shall be informed by the bus driver of any serious discipline  
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if  
16 he/she disobeys state or local rules and regulations pertaining to student transportation.

17 The suspension of a student from riding the school bus shall follow the same procedures as for any  
18 other school suspension.

19 Any student who gets off the bus at any point between the pick-up point and school must present the  
20 bus driver with a note of authorization from the parent and signed by the school principal.

21 Any student wishing to ride a bus other than his/her designated bus must have written parental  
22 permission and the approval of the principal or his/her designee.

23 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by  
24 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

## 25 **USE OF VIDEO CAMERAS**

26 Video cameras may be used to monitor student behavior on school vehicles transporting students to  
27 and from school or extracurricular activities.

1 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
2 established Board policy and regulations governing student conduct and discipline.

3 The district shall comply with all applicable state and federal laws related to video recordings when  
4 such recordings are considered for retention as part of the student's behavioral record as determined by  
5 the district and in accordance with the law.

6 Video surveillance shall be used only to promote the order, safety and security of students, staff and  
7 property.

8 The director of schools is directed to develop procedures governing the use of video cameras in  
9 accordance with the provisions of the law and established Board policies.

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Legal Reference:

1. TCA 49-6-2008
2. P.C. 261 (2007)

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Cross References:

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316  
Student Records 6.600-604

# Rutherford County Board of Education

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

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

## **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.<sup>1</sup>

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

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

### *Firearms*<sup>3</sup>

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property 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.<sup>4</sup>

## **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, 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.<sup>4</sup>

## **ASSAULT**

In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that results in bodily injury<sup>6</sup> upon any teacher, principal, administrator, any other employee of the school, or school resource officer 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.<sup>4</sup>



## **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 T.C.A. 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.<sup>7</sup>

## **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.<sup>7</sup>

## **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.<sup>4</sup>

## **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.<sup>8</sup>

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### 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

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### Cross References

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-15/5-15.3</b>	Issued: <b>01/12/12</b>

1 Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere  
2 with the operation of the school.

3 Students in grades six through twelve are prohibited from wearing while on school property, any type  
4 of clothing, apparel or accessory which denotes such student's membership in or affiliation with any  
5 gang associated with criminal activities. The local law enforcement agency shall advise the local  
6 board, upon request, of gangs which are associated with criminal activities.

7 Clothing and accessories bearing slogans that are about or suggestive of drugs, alcohol, sex,  
8 obscenities or prove to be a disturbing influence shall not be allowed in the Rutherford County School  
9 System.

10 More specific guidelines appropriate for each level of school (elementary, middle, junior high and  
11 senior high) may be developed. <sup>1</sup> Principals, faculty members and students shall be involved in the  
12 development of each appropriate set of guidelines.

13 When a student is attired in a manner which is likely to cause disruption or interference with the  
14 operation of the school, the principal shall take appropriate action, which may include suspension  
15 and/or expulsion.

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#### Legal Reference:

1. TCA 49-6-4215; TCA 49-1-302(2)(j)

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#### Cross References:

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Gang Activity or Association</b>	Descriptor Code: <b>6.3101</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-15.5</b>	Issued:

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The director of schools will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia,<sup>1</sup> or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

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Legal Reference:

1. TCA 49-6-4215

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Cross References:

Dress Code 6.310  
Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Care of School Property</b>	Descriptor Code: <b>6.311</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-16</b>	Issued:

Students are expected to help maintain the school environment, preserve school property and exercise care while using school facilities.

All school system employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

Students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

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#### Legal Reference:

1. TCA 37-10-101 through 103

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#### Cross References:

Visitors to the School 1.501  
Security 3.205  
Student Fees and Fines 6.709

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date: <b>06/05/14</b>
		Rescinds: <b>6.312</b>	Issued: <b>11/29/12</b>

1 A “personal communication device” is a device that emits an audible signal, vibrates, displays a  
2 message, or otherwise summons or delivers a communication to the possessor. Use shall include the  
3 device ringing, vibrating, beeping or causing any type of disruption.

4 Students may possess personal communication devices, portable gaming devices and personal  
5 electronic devices including but not limited to, cell phones, laptops, tablets, mp3 players, cameras,  
6 wearable technology such as eye glasses, rings or watches that have the capability to record, live  
7 stream or interact with wireless technology on school property so long as such devices are turned off  
8 and stored in backpacks, purses or personal carry-alls. A teacher may grant permission for the use of  
9 these devices to assist with instruction in his/her classroom and to integrate these devices into their  
10 course work. The principal or his/her designee may also grant a student permission to use such a  
11 device at his/her discretion. Students must adhere to the Rutherford County Board of Education’s  
12 Acceptable Use Policy when using personal communication devices as permitted in this policy.  
13 Unauthorized use or improper storage of a device will result in confiscation of the device and  
14 appropriate disciplinary action.

15 A person who discovers a student using, accessing, or displaying a personal communication device in  
16 violation of this policy shall report the violation to the principal. The device will be confiscated. Any  
17 student who possesses a personal communication device in violation of this policy is subject to  
18 disciplinary action.

19 Students may use cellular telephones while attending after school activities.

20 A student who is on active duty as a member of a volunteer fire fighting organization or a volunteer  
21 emergency medical service organization may request written permission from the school’s principal to  
22 possess a personal communication device. In order to obtain written permission, a minor student must  
23 have secured signed consent from one of his/her parents or legal guardian(s).

24 Possession of a cellular telephone under the circumstances set forth in this policy is a privilege which  
25 may be forfeited by a student who fails to abide by the terms of this policy.

26 The Rutherford County Board of Education, its schools, nor its employees assume no responsibility or  
27 liability for the loss or damage to any student’s personal communication device, or for the  
28 unauthorized use of a student’s personal communication device.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>6.313</b>	Issued: <b>06/16/11</b>

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

## MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures 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 environment<sup>2</sup>
- 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*

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

### *Disciplinary Options*

- Verbal reprimand
- Special assignment

- 1 • Restricting activities
- 2 • Assigning work details
- 3 • Counseling
- 4 • Withdrawal of privileges
- 5 • Issuance of demerits
- 6 • Strict supervised study
- 7 • Detention
- 8 • Corporal punishment
- 9 • In-school suspension
- 10 • Out-of-school suspension

## 11 MISBEHAVIORS: LEVEL II

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

16 *Examples (not an exclusive listing)*

- 17 • Continuation of unmodified Level I behaviors
- 18 • School or class tardiness
- 19 • Possession of a personal communication device (beeper, cellular phone, pagers) if not  
20 drug related
- 21 • School or class truancy
- 22 • Use of tobacco, vaping, or nicotine in unauthorized areas
- 23 • Using forged notes or excuses
- 24 • Disruptive classroom behavior
- 25 • Harassment (Sexual, Racial, Ethnic, Religious, Disability), Bullying, Cyber-bullying,  
26 and/or Hazing
- 27 • Any of the above listed behaviors committed on a school bus or at a school bus stop

28 *Disciplinary Procedures*

- 29 • The student is referred to the principal for appropriate disciplinary action.
- 30 • The principal meets with the student and teacher.
- 31 • The principal hears the accusation made by the teacher and allows the student the  
32 opportunity to explain his/her conduct.
- 33 • The principal takes appropriate disciplinary action and notifies the teacher of the action.
- 34 • The record of offense and disciplinary action shall be maintained by the principal.

35 *Disciplinary Options*

- 36 • Teacher/schedule change
- 37 • Modified probation
- 38 • Behavior modification

- 1 • Social probation
- 2 • Peer counseling
- 3 • Referral to outside agency
- 4 • In-school suspension
- 5 • Transfer
- 6 • Detention
- 7 • Suspension from school-sponsored activities or from riding school bus
- 8 • Corporal punishment
- 9 • Restricting school-related privileges student is otherwise due
- 10 • Out-of-school suspension (not to exceed ten (10) days)

### 11 MISBEHAVIORS: LEVEL III

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

14 *Examples (not an exclusive listing)*

- 15 • Continuation of unmodified Level I and II behaviors
- 16 • Fighting
- 17 • Vandalism (minor)
- 18 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
- 19 drug paraphernalia, and/or alcohol
- 20 • Stealing
- 21 • Threats to others
- 22 • Harassment (Sexual, Racial, Ethnic, Religious, Disability), Bullying, Cyber-bullying,
- 23 and/or Hazing
- 24 • Any of the above listed behaviors committed on a school bus or at a school bus stop

### 25 *Disciplinary Procedures*

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

38



### *Disciplinary Options*

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Long-term out-of-school suspension

### **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.

### *Examples (not an exclusive listing)*

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- 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
- Harassment (Sexual, Racial, Ethnic, Religious, Disability), 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*

- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer.
- Aggravated assault.
- 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 T.C.A. § 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.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

### *Disciplinary Options*

- 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.
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.

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#### Legal References

1. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
2. TCA 49-6-4009

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#### 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/Expulsion/Remand 6.316  
Safe Relocation of Students 6.4081

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>  Rescinds: <b>6.314</b>	Issued Date: <b>10/31/18</b>  Issued: <b>12/03/09</b>
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Any principal, assistant principal, or any teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:<sup>1</sup>

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others;
6. The parent/guardian or legal custodian of each child enrolled in the Rutherford County School System shall be required to execute a consent form annually and upon enrollment regarding the use of corporal punishment for their child. The form will be contained in the Student Handbook and Code of Discipline and will give the following options:
  - a. I do not want my child paddled under any circumstances. I will come to the school immediately when requested.
  - b. I want to be contacted before my child is paddled.
  - c. Use principal/assistant principal's discretion and School Board Policy for determining if my child should be paddled. I understand that I will be contacted prior to my child being paddled.
7. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and
8. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

- 1 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
- 2 students, whichever is appropriate.

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**Legal References**

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;  
Public Acts of 2018, Chapter No. 900

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**Cross References**

Discipline Procedures 6.313  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Detention</b>	Descriptor Code: <b>6.315</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-19</b>	Issued: <b>01/15/09</b>

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. Parents will be informed before detention takes place;
3. Students in detention will be under the supervision of certified staff members;
4. Detention will not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the principal before detaining a student.

\_\_\_\_\_  
Cross Reference:

Discipline Procedures 6.313

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspensions, Expulsion, Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/15/13</b>
		Rescinds: <b>6.316</b>	Issued: <b>11/29/12</b>

## DEFINITIONS:<sup>1</sup>

**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

**Remand:** assignment to an alternative school.

## REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:<sup>2</sup>

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;<sup>3</sup>
8. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
9. Possession of a toy weapon on school property. A toy weapon includes, but is not limited to, a pistol, gun, firearm, sword, or knife (with the exception of toy weapons brought for school sponsored or approved purposes).;

10. Assaulting a principal or teacher with vulgar, obscene or threatening language;
11. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;<sup>3</sup>
12. Engaging in behavior which disrupts a class or school-sponsored activity;
13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
14. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process;
16. Any other conduct prejudicial to good order or discipline in any school; and
17. Any zero tolerance offense as defined in Policy 6.313.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.<sup>4</sup>

#### **IN-SCHOOL SUSPENSION:<sup>5</sup>**

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

#### **PROCEDURES FOR IN-SCHOOL SUSPENSION:<sup>6</sup>**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (other than for in-school suspension of one (1) day or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and director of schools.



3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
  - a. Of the suspension/expulsion and the cause for it; and
  - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
  - c. of the cause of the suspension, of the conditions of readmission, which may include, at the request of either party, a meeting of the parent/guardian, student and principal.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

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Legal References:

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 § 615

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Cross References:

- Procedural Due Process 6.302  
 Interference/Disruption of School Activities 6.306  
 Bus Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Discipline Procedures 6.313  
 Disciplinary Hearing Authority 6.317

# Rutherford County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Student Disciplinary Hearing Authority</b>	Descriptor Code: <b>6.317</b>	Issued Date: <b>06/05/14</b>
		Rescinds: <b>6.317</b>	Issued: <b>01/15/09</b>

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. 1 The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of Board) at least one (1) of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each hearing as soon as possible after receiving the request for the hearing; and
5. Sign and maintain a copy of minutes or report of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing.

Each hearing shall be conducted by the DHA, and no member of the DHA shall be from the home school of the suspended student. Each hearing must be held, each decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions: <sup>2</sup>

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;

4. Assign the student to alternative program; or

5. Suspend the student for a specified period of time.\*

If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing.

If the Board chooses to review the record it shall;

1. Affirm the decision of the hearing authority; or

2. Modify the decision to a lesser penalty\*; or

3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or

2. Modify the decision in any manner\*; or

3. Impose a more severe penalty than that of the hearing authority.

The notice of hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of the receipt of the notice, any hearing will be closed to the public, except in the case of zero tolerance offenses.

\*Note: Zero tolerance offenses as set forth in the statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

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#### Legal References

1. TCA 49-6-3401 (c)(4)(A)(D)(10)
2. TCA 49-6-3401 (c) (5)
3. TCA 49-6-3401 (c)(6)

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#### Cross References

Procedural Due Process 6.302  
Suspension/Expulsion/Remand 6.316

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-21</b>	Issued: <b>11/29/12</b>

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

After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension/expulsion from the former school system and make a recommendation to the Board to approve or deny the request.

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

If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.<sup>1</sup>

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#### Legal Reference:

1. TCA 49-6-3401 (f); 20 U.S.C. A § 1232G(b)(4)(h)

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#### Cross References:

School Admissions 6.203  
Student Records 6.600-604

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Alternative School Programs</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>6.319</b>	Issued: <b>01/15/09</b>

## 1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-  
3 12) who have been suspended or expelled from regular school programs.<sup>1</sup>

4 Alternative school programs shall be operated in accordance with state laws and the rules of the State  
5 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the  
6 instructional programs at the student's home school.<sup>2</sup>

7 The director of schools shall develop procedures that provide appropriate educational opportunities for  
8 all students assigned to an alternative education program. These educational opportunities shall utilize  
9 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based  
10 instructional techniques, and provide the resources necessary to foster student learning and  
11 achievement.<sup>3</sup>

12 Annually, the director of schools/designee shall submit the following information to the Department of  
13 Education:<sup>3</sup>

- 14 1. Alternative school(s) or program(s) currently in operation in the district;
- 15
- 16 2. Number and grade level of students served in an alternative education program;
- 17
- 18 3. Primary reason for student assignment to an alternative education program; and
- 19
- 20 4. Number of faculty and staff serving each alternative education program.

## 21 **ASSIGNMENT<sup>3</sup>**

22 Prior to the assignment of the student to an alternative school program, the director of schools/designee  
23 shall provide written notice to the student's parent/guardian stating the reason for the student's  
24 placement.

25 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
26 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
27 suspected of having a disability, all state and federal laws, rules, and regulations related to special  
28 education shall be followed. The director of schools/designee shall develop procedures regarding  
29 placement of students in the program, taking in to consideration the impact of exclusionary discipline  
30 practices.

1 Attendance in alternative school programs shall be mandatory, and students attending an alternative  
2 school located outside of the school district shall provide their own transportation.

3 The director of schools/designee shall monitor and regularly evaluate the academic progress of each  
4 student enrolled in an alternative education program.

#### 5 **TRANSITION PLANS<sup>3</sup>**

6 The director of schools/designee shall develop procedures regarding the implementation of transition  
7 plans for the integration of students entering and exiting the program.

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#### Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

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#### Cross References

Special Education 4.202  
Suspension/Expulsion/Remand 6.316  
Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

# Rutherford County Board of Education

Monitoring:

**Review: Annually, in  
May**

Descriptor Term:

## **Student Guidance Program**

Descriptor Code:

**6.400**

Issued Date:

**01/15/09**

Rescinds:

**5-28.7/6-8**

Issued:

Each school shall provide a guidance program for all students through the cooperative efforts of the principal, teachers and school counselor.<sup>1</sup> A continuous effort will be made to assist students in understanding their abilities, aptitudes, interests and educational needs; in attaining satisfactory educational and personal adjustments; and in evaluating educational and career opportunities and requirements.

The program of guidance services shall include such services and activities as:

1. Orientation of parents and students to the school program;
2. Preventative and developmental counseling to students in order to prepare them for their school responsibilities and their social and physical development;<sup>2</sup>
3. Student referral and/or welfare provisions;
4. Collection and maintenance of student data and record systems;
5. Student program planning and placement;
6. Educational and occupational information for use by students, parents and teachers; and
7. Scheduling student courses and resolving conflicts.

The classroom teacher, because of close contacts with the student, shall be a key person in the guidance program.

The junior and senior high school guidance departments shall provide leadership to teachers in the guidance area and help them in the selection of guidance tools and materials and in the administration and interpretation of individual or group tests.

School administrators are authorized to work with recognized groups who may furnish special services to students.

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**Legal References**

1. TRR/MS 0520-1-3-.08(1)(b)
2. TCA 49-6-303

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**Cross References**

Advanced College Placement 4.203  
Enrollment in College Level Courses 4.205  
Graduation Requirements 4.605  
Testing Programs 4.700



# Rutherford County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>08/13/15</b>
		Rescinds: <b>6.4001</b>	Issued: <b>06/05/14</b>

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The director of schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.<sup>1</sup>

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation. The director of schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.<sup>5</sup>

No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning: <sup>2,5</sup>

1. Mental or physiological problems of the student or the student's family;
2. Sexual behaviors or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. the collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye tracking.

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior consent of the parent.<sup>5</sup>

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

## 1 COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING <sup>3</sup>

2 In general, the district will not collect, disclose or use personal student information for the purpose of  
3 marketing or selling that information or otherwise providing that information to others for that  
4 purpose.

5 If any collected information is to be marketed or sold, parents will be directly notified at least annually  
6 at the beginning of the school year of the specific or approximate dates when such information will be  
7 collected. Parents, upon request, may inspect any instrument used to collect personal information for  
8 the purpose of marketing or selling that information before the instrument is administered or  
9 distributed to the student. All parents and students of appropriate age may decline to provide the  
10 information requested.

11 This portion of the policy does not apply to the collection, disclosure or use of personal information  
12 collected from students for the exclusive purpose of developing, evaluating or providing educational  
13 products or services for or to students or educational institutions to the extent allowed by law, such as  
14 the following: <sup>4</sup>

- 15 1. College or other postsecondary education recruitment or military recruitment.
- 16 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 17 3. Tests and assessments used by elementary schools and secondary schools to provide  
18 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students  
19 (or to generate other statistically useful data for the purpose of securing such tests and  
20 assessments) and the subsequent analysis and public release of the aggregate data from such  
21 tests and assessments.
- 22 4. The sale by students of products or services to raise funds for school-related or education  
23 related activities.
- 24 5. Student recognition programs.

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### Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. No Child Left Behind, Part F § 1061 (1)(E) & (F) & (2)
4. No Child Left Behind, Part F § 1061 (4)(A)
5. TCA 49-2-211

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### Cross References

Testing Programs 4.700

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Health Services</b>	Descriptor Code: <b>6.401</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-23</b>	Issued:

The major objective of student health services is to protect and promote the health of the student. This responsibility is shared by all individuals and agencies in the community.

To obtain this objective:

1. A safe, sanitary, healthful school environment shall be provided; and
2. Basic principles of healthful living shall be taught.

The student health services program<sup>1</sup> shall include:

1. Identification of physical, mental or emotional characteristics of students which will prevent them from attaining their potentialities through public education;
2. Evidence of a complete medical examination of every student entering school for the first time;
3. Proof of immunization except those who are exempt by statute;
4. A medical examination as directed by the TSSAA of every student prior to participation in interscholastic athletics;
5. A cumulative health record;
6. A record for each student which contains information as to how and where to contact parents in case of emergency;
7. A report of each accident taking place while the student is under the jurisdiction of the school;
8. Plan for taking care of sick or injured students;
9. Procedures for reporting suspected child abuse or neglect;
10. Plan for dealing with communicable diseases;
11. Procedures for dispensing medication;
12. Teacher referral of students for available health service; and
13. Method for evaluating criteria, including the extent and use of available health services based upon the needs of students within the school.

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Legal Reference:

1. TRR/MS 0520-1-3-.08(e)(2)

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Cross References:

Communicable Diseases 6.403  
Medicines 6.405

# Rutherford County Board of Education

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

## 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.<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>

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.<sup>4</sup>

## 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.<sup>1,5</sup> 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.<sup>4</sup>

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.<sup>6</sup> 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.

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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: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Communicable Diseases</b>	Descriptor Code: <b>6.403</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-25</b>	Issued: <b>01/15/09</b>

No student will be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself; or
2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal may refer the student for special education services<sup>3</sup> and/or 504 accommodations.

The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school.<sup>2</sup>

The names of all students excluded from school under this policy will be forwarded to the office of the director of schools.

1 Parents or guardians of students excused under this policy may petition for the student's readmission to  
2 the director of schools who shall consider in deciding the petition the available information, the best  
3 interest of the educational process, and all parties involved.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(c)
2. TCA 49-2-203(b)(2)
3. TRR/MS 0520-1-3-.08(2)(g)(2)(v)

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Cross References:

Special Education 4.202  
Special Programs 4.206



# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Pediculosis (Head Lice)</b>	Descriptor Code: <b>6.4031</b>	Issued Date: <b>08/15/13</b>
		Rescinds: <b>6.4031</b>	Issued: <b>01/15/09</b>

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo), or
- (2) determination (after examination) by a school health official that there has been Improvement since the parent/guardian was notified.

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

<b>Rutherford County Board of Education</b>			
Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Acquired Immune Deficiency Syndrome</b>	Descriptor Code: <b>6.404</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-26</b>	Issued:

## **LIABILITY AND NON-DISCRIMINATION**

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

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

## **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be directed by procedures initiated by the director of schools.

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

## **CONFIDENTIALITY**

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

**Under no circumstances shall information identifying a student with AIDS be released to the public.<sup>2,3</sup>**

## **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

In determining the educational placement of a student known to be infected with HIV, school authorities shall follow established policies and procedures for students with disabilities. School

1 authorities shall reassess placement if there is a change in the student's need for accommodations or  
2 services.

### 3 **HIV PREVENTION EDUCATION/CURRICULUM**

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

9 The state AIDS curriculum and related instructional objectives will be used in grades K-12. Parents  
10 and guardians shall have convenient opportunities to preview all HIV prevention curricula and  
11 materials in accordance with the provisions of the Family Education Law of 1989.

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

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#### Legal References:

1. TRR/MS 0502-1-3-.08(2)(g)
2. TCA 68-10-113
3. 20 USC 1232(g); 34 CFR § 300.571-2

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#### Cross References:

Section 504 & ADA Grievance Procedures 1.802  
Special Education 4.202  
Special Programs 4.206

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>6.405</b>	Issued: <b>01/15/09</b>

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.<sup>1</sup>

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

1 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term  
2 administration of medication.

### 3 **BLOOD GLUCOSE SELF-CHECKS<sup>2</sup>**

4 Upon written request of a parent/guardian, and if included in the student's medical management plan and  
5 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood  
6 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,  
7 including sharps. The student shall be permitted to perform the testing in any area of the school or school  
8 grounds at any time necessary.

9 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
10 such sharps is appropriate.

11 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
12 Occupational Safety and Health Administration (TOSHA).

### 13 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>3</sup>**

14 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage  
15 their prescribed medication in a manner directed by a licensed healthcare provider without additional  
16 assistance or direction. The Director of Schools shall develop procedures for the development of an  
17 IHP for every student that wishes to self-administer.

### 18 **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>4</sup>**

19 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of  
20 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 21 1. The district shall train school personnel who will be responsible for administering the  
22 medication for the treatment of adrenal insufficiency and any who volunteer to administer the  
23 medication.  
24
- 25 2. The district shall maintain a record of all school personnel who have completed this training.  
26
- 27 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care  
28 professional may administer the prescribed medication to the student. If a school nurse or other  
29 licensed health care professional is not immediately available, trained school personnel may  
30 administer the prescribed medication.

31 The Director of Schools shall develop procedures on the administration of medications that treat  
32 adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

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**Legal References**

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

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**Cross References**

Emergency Allergy Response Plan 6.412

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Psychological Services</b>	Descriptor Code: <b>6.406</b>	Issued Date: <b>07/28/10</b>
		Rescinds: <b>6.406</b>	Issued: <b>01/15/09</b>

The director of schools will develop a program for making psychological services available to all students.<sup>1</sup> This program shall cooperate with other agencies in consultative screening and assessment services.

No school personnel shall conduct any mental health screenings, except as provided by law.<sup>2</sup>

School counselors shall respect the right of privacy of the students they counsel. Confidentiality shall be maintained by the counselor except:

1. Where there is a clear and present danger to the student or other persons;
2. To consult with another psychologist when it is in the best interests of the student; or
3. When the student and/or parent waives this privilege in writing.

When a counselor is in doubt about what information to release in a judicial proceeding, the counselor shall consult with the board attorney.

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(c)
2. TCA 49-2-124

Cross Reference:

Testing Programs 4.700

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Social Services</b>	Descriptor Code: <b>6.407</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-28.5</b>	Issued:

## **Student Social Services:**

Each school shall provide a social service program for all students through the cooperative efforts of the principal, teachers and guidance counselor.

The principal may develop a program of social services which shall include such services and activities as:

1. Orientation/open house activities for parents and students regarding the school program;
2. Collection and maintenance of student data and record systems; and
3. Educational information for use by students, parents and teachers.

The Rutherford County School System shall provide school social worker services for special education students.

## **School System Special Education Social Workers**

Services provided by the school system social worker shall include:

1. Orientation of parents and students to the special education program;
2. Collection and maintenance of special education student data and record systems;
3. Assessment information for use by the school psychologist and members of the M-Team, in child-find activities and to assist in determining student eligibility for special education services.
4. Home visits when appropriate;
5. Case management of pre-school and K-12 referrals, vision services, hearing services and occupational and physical therapy.
6. Referral information for pre-school and K-12 special education services, psychological services, speech and language services, and community services.

The school social worker shall be a vital link in the special education team.

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(d)



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Supervision of Students</b>	Descriptor Code: <b>6.408</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-61</b>	Issued:

1 Children shall be supervised either by a teacher assigned to the group or a person<sup>1</sup> appointed by the  
2 principal at all times during the school day including recess periods, play periods, and lunch periods.

3 No pupil enrolled in grades K-12 shall be permitted to leave the school campus during the regular lunch  
4 period except for medical reasons.

5 Schools having a board approved open campus program, where parents have agreed that students will  
6 be allowed open access to arrive and leave the school campus at any time, are exempted from the  
7 supervision requirements of policy 6.408, and are allowed to establish individual school rules for student  
8 supervision and campus access.

Legal Reference:

1. TCA 49-2-303(6)(10)(A)

Cross Reference:

Staff Time Schedules 5.602

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: 4091 <b>Safe Relocation of Students</b>	Descriptor Code: <b>6.4081</b>	Issued Date: <b>08/09/12</b>
		Rescinds:	Issued:

1 Employees who are directly responsible for a student's education or who otherwise interact within the  
2 scope of their assigned duties may relocate a student from the student's present location to another  
3 location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> Such  
4 employees may also intervene in a physical altercation between two or more students or between a  
5 student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a  
6 conflict if a student is unwilling to cooperate.<sup>2</sup>

7 If an employee is unable to resolve the matter with the use of reasonable or justifiable force are required,  
8 the student shall be allowed to remain in place until such a time as local law enforcement officers or  
9 school resource officers can be summoned to relocate the student or take the student into custody until  
10 such a time as a parent or guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report  
12 of the incident with the building principal. If the student's behavior constitutes a violation of the Board's  
13 zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the  
14 report shall be kept in the student's discipline record, and not become a part of that student's permanent  
15 record. The principal or the principal's designee shall notify the teacher involved of the actions taken to  
16 address the behavior of the relocated student.

17 The director of schools shall create procedures to implement this policy consistent with State law. Each  
18 building principal shall fully support the authority of the employees' authority under this policy and fully  
19 implement the policy and procedures of the system.

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## Legal References:

1. Tenn. Code Ann. § 49-6-4018
2. Tenn. Code Ann. § 39-11-603, 609-614, 621-622

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>12/03/09</b>
		Rescinds: <b>6.409</b>	Issued: <b>01/15/09</b>

## REPORTING

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.<sup>1,2</sup> The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children's Services in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure where applicable.<sup>1</sup>

The report shall include:

1. The name, address and age of the child;
2. The name and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.<sup>1</sup>

The person reporting shall be immune from liability<sup>3</sup> and his identity shall remain confidential except when the juvenile court determines otherwise.<sup>4</sup>

The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>5</sup> These reporting procedures shall include the appropriate notification to However, nothing in the reporting procedures shall eliminate the staff member's legal responsibility to directly make a report to the authorities stated above.<sup>6</sup>

## INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations<sup>7</sup> including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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**Legal References:**

1. TCA 37-1-403(a)
2. TCA 37-1-412
3. TCA 37-1-409
4. TCA 37-1-408
5. TRR/MS 0520-1-3-.08(2)(e)
6. TCA 37-1-403(g)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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**Cross Reference:**

Interrogations and Searches 6.303

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: 4091 <b>Sexual Misconduct</b>	Descriptor Code: <b>6.4091</b>	Issued Date: <b>08/15/13</b>
		Rescinds:	Issued:

## POLICY STATEMENT

The Rutherford County Board of Education will not tolerate and will seek to eradicate any behavior by its employees and volunteers which constitutes sexual misconduct toward a child. "Sexual Misconduct" means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, as defined by state law. "Sexual Misconduct" does not include "sexual harassment".

## REPORTING PROCEDURES

It is the express policy of the Rutherford County Board of Education to encourage victims of sexual misconduct and their parents or guardians, in the case of minors, to come forward with such claims. Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to the applicable state law. Each year, parents or legal guardians of children shall be advised of the contents of the Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to the Rutherford County Board of Education.

## DISCIPLINE

Any employee or volunteer who is determined to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including discharge.

## CHILD ABUSE

Sexual abuse of a minor is a crime. Any case of known or suspected child abuse of a minor must be reported immediately in compliance with state law reporting requirements.

Any employee or volunteer involved in a reported incident of sexual misconduct or child abuse may be immediately relieved of responsibilities that involve interaction with minors or may be suspended, as determined by the Rutherford County Board of Education.

## MAINTENANCE OF RECORDS AND DOCUMENTS

The Assistant Superintendent for Human Resources or Designee shall maintain all records and documentation required by law or otherwise required by this and other related policies of the Rutherford County Board of Education including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Accidents and Illnesses</b>	Descriptor Code: <b>6.410</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-33</b>	Issued:

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Information concerning a student's particular physical disability or medical condition; and
5. Name and phone number of a relative or neighbor who may be contacted in an emergency.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

# Rutherford County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>08/16/17</b>
		Rescinds: <b>6.411</b>	Issued: <b>06/09/16</b>

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

## COMMITMENT TO COORDINATED SCHOOL HEALTH

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

## SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>

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

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

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

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.<sup>2</sup> The Team will be required to hold Healthy School Team meetings four (4) times during the school year to assess needs and oversee planning and implementation of school health efforts. The director of schools/designee will ensure compliance with the school Wellness Policy, to

include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made open to the public.

### **EVALUATION OF EFFECTIVENESS OF WELLNESS PROGRAM**

The Board shall monitor the effectiveness of the wellness program within a wide-range of student constituency groups. Factors to be considered shall include but are not limited to:

1. Participation rates in school meal programs;
2. Nutrition satisfactory surveys;
3. Frequency and type of health problems which include medical issues, mental/emotional and behavioral health;
4. Teacher surveys of student's classroom behavior, attention span, and memory; and
5. Test scores.

### **COMMITMENT TO NUTRITION**

All schools within the District shall participate in the USDA child nutrition programs, including the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup> The coordinated school health coordinator shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district and that this Wellness Policy is being fulfilled by all schools in the district.<sup>5,6</sup>

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

### **DISTRICT GOALS**

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

### **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity.



Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.

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

## **COMMITMENT TO CURRICULUM**

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

## **SCHOOL HEALTH INDEX<sup>3</sup>**

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

## **RECORD KEEPING COMPLIANCE**

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

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### Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669

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### Cross References

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Emergency Allergy Response Plan</b>	Descriptor Code: <b>6.412</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-75</b>	Issued:

The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.<sup>1</sup>

Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.<sup>2</sup>

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## Legal References:

1. TCA 49-5-415 (f)(1) and (2)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*, including *Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health) (2007).

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## Cross Reference:

Medicines 6.405

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Prevention and Treatment of Sports Related Concussions</b>	Descriptor Code: <b>6.413</b>	Issued Date: <b>11/15/16</b>
		Rescinds: <b>6.413</b>	Issued: <b>02/20/14</b>

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sports related concussions. The board recognizes that concussions can be a serious health issue and should be treated as such.

The board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

## **REQUIRED TRAINING <sup>1</sup>**

The director of schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the ***Concussion in Sports – What You Need to Know*** online course. This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the director of schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) / guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the director of schools or his/her designee for a period of three (3) years.

## 1    **Removal from Athletics** <sup>1</sup>

2    Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during  
3    an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare  
4    professional, if available, and if not, by the coach or other designated individuals.

5    No student athlete who has been removed from an athletic activity or competition due to a concussion  
6    or suspected concussion shall be allowed to return to any supervised team activities involving physical  
7    exertion, including games, competitions, or practices, until the student athlete has been evaluated by and  
8    received written clearance on forms approved by the Department of Health from a licensed health care  
9    provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical  
10    doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a  
11    physician's assistant (P.A.) with concussion training who is a member of a health care team supervised  
12    by a Tennessee licensed medical doctor or osteopathic physician.<sup>2</sup>

13    This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply  
14    if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors  
15    observed.

16    The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee  
17    Department of Health or required by law relative to the provisions of this policy are followed and  
18    implemented within each school.

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### Legal References

1. TCA 68-55-502

2. Public Chapter No. 948

# Rutherford County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Prevention and Treatment of Sudden Cardiac Arrest</b>	Descriptor Code: <b>6.414</b>	Issued Date: <b>02/09/17</b>
		Rescinds:	Issued:

Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sudden cardiac arrest. The board recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

The board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

## **REQUIRED TRAINING<sup>1</sup>**

The director of schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *National Federation of State High School Associations Elective Course – Sudden Cardiac Arrest* online course. This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).

Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for athletes younger than eighteen (18) years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program and signed  
2 sudden cardiac arrest information sheets shall be maintained by the director of schools or his/her  
3 designee for a period of three (3) years.

#### 4 **Removal from Athletics<sup>1</sup>**

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest  
6 during or after an athletic activity or competition shall be immediately removed for evaluation by a  
7 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.  
8 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained  
9 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

10 Student athletes who have been removed from an athletic activity or competition shall not return to any  
11 supervised team activities involving physical exertion, including games, competitions, or practices,  
12 until the student athlete has been evaluated by and received written clearance on forms approved by the  
13 Department of Health from a licensed health care provider for a full or graduated return.

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#### Legal References

1. TCA 68-6-101, et. seq

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#### Cross References

# Rutherford County Board of Education

Monitoring:

Review: Annually, in April

Descriptor Term:

## Student Suicide Prevention

Descriptor Code:

6.415

Issued Date:

06/09/15

Rescinds:

Issued:

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK)

### PREVENTION<sup>1</sup>

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

### INTERVENTION<sup>1</sup>

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable.

Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.<sup>2</sup>

The director of schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the director of schools or designee shall contact the Department of Children's Services.<sup>2</sup>

The director of schools or designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;
2. The individual contacted;

3. The parent/guardian's response; and
4. Anticipated follow-up.

Prior to a student returning to school, the director of schools or designee and/or principal shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to themselves or others.

## **POSTVENTION<sup>1</sup>**

Immediately following a student suicide death, Student Services personnel work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed.

## **REPORTS**

Schools will compile information related to suicide threats during the school year which require implementation of this policy and submit a report to the director of schools/designee at the end of each school year.

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### Legal References

1. Public Acts of 2016, Chapter No. 623
2. T.C.A. 37-1-403

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### Cross References

News Releases, News Conferences and Interview 1.503  
Crisis Management 3.203  
Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304  
Promoting Student Welfare 6.400  
Student Wellness 6.411



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Special Education Students</b>	Descriptor Code: <b>6.500</b>	Issued Date: <b>07/28/10</b>
		Rescinds:	Issued:

All disabled students between the ages of three and twenty-one (inclusive) shall receive the benefit of a free appropriate public education. This provides the assurance that these students will be educated with non-disabled students to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the disabled is such that education in regular classes cannot be achieved satisfactorily.<sup>1</sup>

Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education.<sup>2</sup>

Students receiving special education services shall not be restrained, except as permitted by law.<sup>3</sup>

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## Legal References:

1. TCA 49-10-102; TCA 49-10-103
2. TRR/MS 0520-1-9-.06 &.07
3. TCA 49-10-1301, *et seq.*, TRR/MS 0520-1-9-.23

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Married and/or Pregnant Students</b>	Descriptor Code: <b>6.501</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-37</b>	Issued:

Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students.<sup>1</sup> They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students.<sup>2</sup>

In addition, married female students may notify the principal so that their names can be officially changed on school records.

Pregnancy is not a cause for discontinuance of school attendance. The student must inform the guidance counselor and/or school principal when she becomes aware of her pregnancy so that appropriate support services may be provided.

These students shall be allowed to represent their school in all school activities. They shall further be eligible for elected offices and for receiving school honors and awards.

Upon verification by a physician that the pregnancy has reached a stage where the health of the student will be impaired, health services will be provided as for any other health-impaired student.<sup>3</sup>

No student shall bring a dependent child to the school premises for the purpose of child care during school hours.

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#### Legal References:

1. 20 U.S.C. § 1703
2. *State vs. Priest* 27 S. 2d 173 (1946); *In re Goodwin*, 39 S. 2d 731 (1949)
3. TRR/MS 0520-1-2-.10(3)

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#### Cross Reference:

Special Programs 4.206

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Foreign Exchange Students</b>	Descriptor Code: <b>6.502</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-38</b>	Issued:

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.<sup>1</sup> Before approval by the Board, the exchange program representative must make written application on behalf of the student in the ESL Office serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has been accepted by the director of schools and a written statement of acceptance issued by the ESL Coordinator.

The school may accept the student after determining the following:

1. The student will have a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student;
3. An overcrowded situation will not be further aggravated; and
4. Application must be made by July 15 of the applicable school year.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of person responsible for the student);
5. School records, including a transcript of academics (in English);
6. The scores of an English Language Proficiency Test; and
7. Statement of financial support from sponsoring party.

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than four foreign students shall be placed in one school.

1 Students must have had acceptable academic achievement in their native countries and must have been  
2 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange  
3 students must have an adequate command of the English language and be able to function without special  
4 assistance in regular classes. The ESL Coordinator shall be responsible for assignment to the appropriate  
5 grade level.

6 Upon presentation of a valid student visa, the student will be issued a clearance statement from the ESL  
7 Coordinator and may register at the school site.

8 Each school shall name a faculty member as a student representative to serve as a liaison between the  
9 school and exchange program agency and as an advisor to exchange students.

10 The sponsoring individual/organization shall provide evidence to the school that the student will receive  
11 adequate financial support for the duration of his/her stay. Exchange students shall not be eligible for  
12 free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by  
13 exchange students.

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Legal Reference:

1. 22 CFR §514.2

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Cross Reference:

School Admissions 6.203

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Homeless Students</b>	Descriptor Code: <b>6.503</b>	Issued Date: <b>08/16/17</b>
		Rescinds: <b>6.502</b>	Issued: <b>08/13/15</b>

Under federal law, homeless children must have access to an appropriate public education, including preschool, and be given a full opportunity to meet state and local achievement standards. They must be included in state and district-wide assessments and accountability systems.<sup>1</sup>

Information regarding this policy will be included in the Rutherford County Student Handbook which will be distributed to all students annually and upon enrollment. Information about the rights of homeless children and youth will be posted in every school in the system as well as other places where homeless children and families receive services.

## A. Definitions

Homeless children and youth means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; or a waiting foster care placement.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as regular sleeping accommodation for human beings.
- Children and youth who are living in a car, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth shall be considered to be homeless for as long as he or she is in living situation described that is not fixed, regular, and adequate. Eligibility for McKinney-Vento services will be evaluated at the beginning of every school year.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is also living in a homeless situation as defined above.

*Enroll and enrollment* mean attending school and participating fully in school activities.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed, or the last school attended. This includes the designated receiving school at the next grade level for all feeder schools when a student completes the final grade level served by the school of origin. Preschools are also considered school of origin when they establish a feeder school pattern.

*Liaison* is the staff person designated by the Rutherford County School System as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act. The liaison is to assist homeless children and youth to enroll and succeed in school and ensure that homeless children and families receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs (if offered to other), and referrals to health care, dental, mental health and other appropriate services. Each school shall also designate a person to serve as the homeless contact person who shall assist in carrying out this policy within the school.

## **B. Identification**

In collaboration with school personnel and community organizations, the liaison designated for the school system will identify homeless children in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying homeless families and youth, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment in school. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

## **C. School Selection**

Each homeless child has the right to remain at his or her school of origin or to attend the school for which the child is zoned based upon where the child is actually living. Maintaining a student in his or her school of origin is important for both the student and our district. Therefore, in determining the school that is in the child's or youth's best interest to attend, school personnel must presume that staying in the school of origin is in the child's or youth's best interest unless it is against the wishes of the parent, guardian, or unaccompanied homeless youth. Student-centered factors must be considered, including factors related to the impact of mobility on the achievement, education, health, and safety of the student. Students may remain at their schools of origin the entire time they are homeless and until the end of any academic year in which they acquire stable housing. The same applies if a child or youth loses his or her housing between academic years.

In determining what is in the child's best interest, the school system will within parameters set forth by the McKinney-Vento Act comply with the request made by a parent or guardian or unaccompanied youth regarding school selection. If a school decides not to allow the child to enroll at the school selected by the parent, guardian, or unaccompanied youth, the school will provide a written explanation of the school's decision to the parent, guardian, or unaccompanied youth. The written explanation must also inform the parent or guardian of his/her right to appeal the decision. The parent or guardian, or unaccompanied youth shall be referred to the liaison who shall carry out the dispute resolution process.

## **D. Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, homeless students may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any homeless child. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency, including residency affidavit
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed. Students coming from areas where natural disasters have occurred may never be able to provide immunization records, but it should be assumed that they had the immunizations necessary to attend public school in their state.
- Proof of custody or guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Missing application or enrollment deadlines during any period of homelessness
- Any factor related to the student's living situation

Homeless unaccompanied youth must also be immediately enrolled in school. They must either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or liaison.

The school at which the homeless student enrolls shall immediately contact the last school attended to obtain academic or relevant records. If the child needs immunizations or medical records, the school shall contact the liaison. The liaison shall assist in obtaining immunizations or medical records, as necessary.

## **E. Transportation**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's, guardian's or unaccompanied youth's request,

1 transportation shall be provided to and from the school of origin for a homeless child. Transportation  
2 shall be provided for the entire time the child or youth has a right to attend that school, as defined above,  
3 including during pending disputes. The liaison shall request transportation to and from the school of  
4 origin for unaccompanied youth.

5 Schools contacts and the liaison shall assist in arranging transportation requests. If a homeless student is  
6 living and attending school in this district, the Rutherford County School System shall arrange  
7 transportation. If the homeless student is living in this district but attending school in another, or  
8 attending school in this district but living in another, the Rutherford County School System will seek a  
9 shared reimbursement of transportation expenses from the other school district or, if applicable, be  
10 financially responsible for a portion of the other school district's expenses in transporting the homeless  
11 student. Inter-district disputes shall not result in a student in transition missing school. If such a dispute  
12 arises, this district will arrange transportation and immediately bring the matter to the attention of the  
13 State Coordinator for the Education of Homeless Children and Youth.

14 Homeless students shall also be provided with other transportation services comparable to those offered  
15 to housed students.

#### 16 **F. Services**

17 All homeless children and youth in Rutherford County schools will be enrolled and receive instruction  
18 in the same schools and classrooms as all other students enrolled. They will not be isolated or stigmatized  
19 by any activities of the school system. Homeless children shall be provided appropriate services  
20 comparable to services offered to other students in the school, including:

- 21 • Transportation
- 22
- 23 • Title I
- 24
- 25 • Educational services for which the student meets eligibility criteria, including special
- 26 education and related services and programs for English language learners.
- 27
- 28 • Vocational and technical education programs
- 29
- 30 • Gifted and talented programs
- 31
- 32 • School nutrition programs
- 33
- 34 • Before and after school care (if offered and available to others)

35 The Rutherford County School System will follow state procedures to ensure that homeless children and  
36 youth who are out of school are identified and accorded equal access to appropriate secondary education  
37 and support services. School personnel shall refer homeless children to appropriate health care services,  
38 including dental and mental health services. The liaison will assist the school in making such referrals,  
39 as necessary.



1 The liaison and school personnel must inform unaccompanied homeless youth of their status as  
2 independent students for college financial aid and that they may obtain assistance to receive verification  
3 for the FASFA.

4 School personnel must also inform parents of all educational and related opportunities available to their  
5 children and provide parents with meaningful opportunities to participate in their children's education.  
6 All parent information required by any provision of this policy must be provided in a form, manner, and  
7 language understandable to each parent.

## 8 **G. Disputes**

9 If a dispute arises over any issue covered in this policy, including eligibility, the homeless student shall  
10 be immediately admitted to the school in which enrollment is sought, pending final resolution of the  
11 dispute. The student shall also have the right to all appropriate educational services, transportation, and  
12 school nutrition programs.

13 The school where the dispute arises shall provide the parent, guardian, or unaccompanied youth with a  
14 written explanation of its decision and the right to appeal and shall immediately refer the parent or youth  
15 to the liaison. The liaison shall ensure the student is enrolled in the school of his or her choice, within  
16 the parameters of the McKinney-Vento Act, and receiving other services to which he or she is entitled  
17 and shall resolve the dispute as expeditiously as possible. The parent, guardian, or unaccompanied youth  
18 shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison  
19 shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly  
20 delaying or denying the enrollment of children and youth in transition.

21 The parent, guardian or unaccompanied youth, or school district may appeal the liaison's decision as  
22 provided in the state's dispute resolution process.

## 23 **H. Free Meals**

24 To help ensure that children and youth in transition are available for learning, the U.S. Department of  
25 Agriculture has determined that all homeless children are automatically eligible for free meals. On the  
26 day a homeless child enrolls in school, the enrolling school must submit the student's name to the food  
27 services office.

## 28 **I. Title I**

29 Homeless children are automatically eligible for comparable Title I services, regardless of what school  
30 they attend. The Rutherford County School System shall reserve such funds as are necessary to provide  
31 services comparable to those provided to Title I student to homeless children attending non-participating  
32 schools. The amount reserved shall be determined by a formula based upon the per-pupil Title I  
33 expenditure and developed jointly with the liaison and the Title I director. Reserved funds will be used  
34 to provide education-related support services to homeless children.

35 Our district's Title I plan will be coordinated with our McKinney-Vento services, through collaboration  
36 between the Title I director and the liaison. Homeless children shall be assessed, reported on, and  
37 included in accountability systems, as required by federal law and U.S. Department of Education  
38 regulations and guidance.

**J. Training**

The school system liaison will conduct training and awareness activities for the appropriate school system employees. The training and activities will be designed to increase staff awareness of homelessness, facilitate identification and immediate enrollment, ensure compliance with this policy, and increase sensitivity to homeless children and youth. The liaison shall also obtain from every school the name and contact information of a building contact person for homeless education. The building-level contact will lead and coordinate their schools' compliance with this policy and the McKinney-Vento Act, and will receive training from the district liaison at least annually.

**K Coordination**

The Rutherford County School System and its liaison shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children, local social service agencies and other agencies or programs providing services to homeless children and families in order to eliminate barriers to the identification, enrollment, attendance and academic success of homeless children and youth.

**L Pre-school**

Homeless children between the ages three (3) and five (5) before August 15 who also have disabilities will be referred for pre-school services under the Individuals with Disabilities Education Act (IDEA). Homeless children with disabilities under age three (3) will be referred for at-risk services under Part C of IDEA and screened to determine if referrals for additional Part C services are appropriate. The liaison will collaborate with Head Start and Even Start programs and other pre-school programs within the district to ensure that children in transition can access those programs.

**M. Privacy**

Schools must treat information about a homeless child's or youth's living situation as a student education record, subject to all the protections of the Family Educational Rights and Privacy Act (FERPA).

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**Legal References**

1. McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721

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**Cross References**

Student Transportation 3.400  
Parental Involvement 4.502  
Promotion and Retention 4.603  
School Admissions 6.203  
Migrant Students 6.504

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Migrant Students</b>	Descriptor Code: <b>6.504</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:<sup>1</sup>

1. Identify migratory students and assess the educational and related health and social needs of each student.
  2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
  3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
  4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff.
  5. Provide parents an opportunity for meaningful participation in the program.
- If a migrant student is identified by the district, the director of schools or designee will notify the Tennessee Department of Education and request assistance if needed.

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## Legal Reference:

1. P.L. 107-110 Part C §§1301-1309

# Rutherford County Board of Education

Monitoring:

Review: Annually, in  
April

Descriptor Term:

## Students in Foster Care

Descriptor Code:

6.505

Issued Date:

02/09/17

Rescinds:

Issued:

1 The Rutherford School System shall provide all students in foster care, to include those awaiting  
2 foster care placement, with a free and appropriate public education.

### 3 ENROLLMENT

4 Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled,  
5 even if the student is unable to produce records normally required for enrollment (i.e. academic records,  
6 immunization records, health records, proof of residency), or missed the district's application or  
7 enrollment deadlines.<sup>1</sup>

### 8 PLACEMENT

9 The district and the child welfare agency shall determine whether placement in a particular school is in  
10 a student's best interest. Other parties, including the student, foster parents, and biological parents (if  
11 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school  
12 staff members shall participate in the best interest decision process. This determination shall be made as  
13 quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption  
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.<sup>2</sup> For  
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,  
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement  
18 change if the student is already placed in foster care.<sup>3</sup>

19 When determining placement, student-centered factors including, but not limited to, the following shall  
20 be considered:

- 21 1. Preferences of the student;
- 22 2. Preferences of the student's parent(s) or education decision maker(s);
- 23 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 24 4. Placement of the student's siblings;
- 25 5. Influence of the school climate on the student, including safety;
- 26 6. The availability and quality of the services in the school to meet the student's educational needs;
- 27 7. History of school transfers and how they have impacted the student;
- 28 8. How the length of the commute would impact the student;
- 29 9. Whether the student is receiving special education and related services, and if so, the availability  
30 of those required services in a school other than the school of origin; and

10. Whether the student is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

Transportation costs should not be considered when determining a student's best interest.

If it is not in the student's best interest to attend the school of origin, the director or his/her designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.<sup>2</sup> Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.<sup>2</sup>

### **TRANSPORTATION<sup>3,4</sup>**

The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school or origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

The director of schools shall develop administrative procedures to provide for transportation of students in foster care.<sup>5</sup> These procedures must ensure that:

1. Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and
2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if:
  - a. the local child welfare agency agrees to reimburse the district for the cost of such transportation;
  - b. the district agrees to pay for the cost; or
  - c. the district and local child welfare agency agree to share the cost.<sup>4</sup>

The district will ensure that a student in foster care, to include a student awaiting foster care placement, remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

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**Legal References**

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

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**Cross References**

Attendance 6.200  
School Admissions 6.203

# Rutherford County Board of Education

Monitoring:  Review: Annually, in May	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>02/11/15</b>
		Rescinds: <b>6.600</b>	Issued: <b>06/05/14</b>

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.<sup>1</sup>

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  
6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such  
7 student will be as shown on documents which are acceptable to the system 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, copies of the student's records, including  
12 the student's disciplinary records, shall be sent to the transfer school.<sup>1</sup>

13 When a student transfers to a school outside the system, copies of the student's records, including the  
14 student's disciplinary records, shall be sent to the transfer school.<sup>1</sup> No student will be allowed to handle  
15 his own record and no record will be transferred until a request is made.

16 If a school closes, records of those students who continue to be enrolled in the system will be transferred  
17 to the receiving school.

18 When a student graduates, drops out, or is deceased, the record remains in the school last attended.  
19 Attendance records kept on each student become permanent property of the school system.

20 Student records shall be confidential. Only authorized school officials may have access to student in-  
21 formation for legitimate educational purposes without the consent of the student or parent/guardian.<sup>2</sup>

22 A list of failures will be sent from the feeder school to the receiving school at the same time the  
23 cumulative records are sent for those students who passed.

## 24 **RELEASE OF CONFIDENTIAL INFORMATION AND CUMULATIVE RECORDS AND/OR** 25 **STANDARDIZED TEST RESULTS**

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

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

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

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

6 Any release of information not covered by the above policy, will be upon approval of the director of  
7 school or his designee.  
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#### Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 10-7-504(a)(4); 20 USC 1232g

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#### Cross References

School Board Records 1.407  
Promotion and Retention 4.603  
Attendance 6.200  
Child Custody/Parental Access 6.209  
Disciplinary Hearing Authority 6.317  
AIDS 6.404



# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Annual Notification of Rights</b>	Descriptor Code: <b>6.601</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-42</b>	Issued:

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>2</sup>

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

- 1 \*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary  
2 school, at which time all of the above rights become the student’s rights.<sup>5</sup>

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Legal References:

1. 34 CFR § 99.4
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. § 503(c)
5. 34 CFR § 99.5

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Inspection &amp; Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-41/5-43/5-45</b>	Issued:

## INSPECTION PROCEDURE

Parent(s) of students and eligible students\* may inspect and review the student's education records upon written request.<sup>1</sup>

Parent(s) or eligible students should submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.<sup>2</sup>

When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.<sup>2</sup>

## FEE FOR COPIES

A reasonable fee for copies provided to parent(s) or eligible students\* will be determined by the director of schools. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

## CORRECTION PROCEDURES

Parent(s) of students or eligible students\* may seek to change any part of the student's record they believe to be incorrect.<sup>4</sup> The director of schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

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

### Legal References:

1. 34 CFR § 99.10
2. TRR/MS 0520-1-3-.09(5)(e)(3); 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Grade Point Average (GPA) and Class Rank (9-12)</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>4.602</b>	Issued: <b>03/14/13</b>

All students and all subjects (except pass/fail grades) are included in class rank and GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. GPA and class rank are based on semester averages only.

Grade & Quality Points	Percentage Range		Weighting for Honors/Advanced Honors Courses & National Industry Certification	Weighting for Advanced Placement & International Baccalaureate Courses
<b>A=4 QP</b>	93	100	Will include the addition of <b>3</b> percentage points to the grades used to calculate the semester average*	Will include the addition of <b>5</b> percentage points to the grades used to calculate the semester average.*
<b>B=3 QP</b>	85	92		
<b>C=2 QP</b>	75	84		
<b>D=1 QP</b>	70	74		
<b>F=0 QP</b>	0	69		

\*Weighting is subject to the grading system requirements outlined in Board Policy 4.600.  
Class rank is computed at the end of the 5<sup>th</sup> and 7<sup>th</sup> semesters (regular semesters, not summer semesters).  
When a course is repeated, BOTH grades become a part of the GPA.

## Valedictorian/Salutatorian Criteria

- The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
- The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
- The valedictorian/salutatorian shall meet all requirements for a student graduating with honors and a student graduating with distinction pursuant to the Tennessee Board of Education's criteria. The requirements for valedictorian/salutatorian must be completed by the end of the 7th semester beginning in the 2014-2015 school year.

Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine valedictorian/salutatorian based upon honors and above honors level courses available.

1 Exception: If there is no student within the school who meets the above listed criteria, the valedictorian  
2 shall be the student with the highest grade point average.

3 Each high school principal shall approve a list of courses eligible for Honors/Advanced Honors and  
4 Advanced Placement status. A copy of the approved list will be placed in the Administrative Procedures  
5 Manual for the preceding school year. All honors/advanced honors and advanced placement courses  
6 must meet the Tennessee Board of Education's guidelines regarding standards for honors courses.

7 Students graduating with distinction will be noted and recognized in the graduation printed program.  
8 Additional "graduation with distinction" recognition will be the decision of the Board.

9 This policy shall become effective with all high school students (grades 9-12) beginning in the 2009-  
10 2010 school year.

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#### Cross References

Grading System 4.600

Graduation Requirements 4.605

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records Use of Records</b>	Descriptor Code: <b>6.603</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-44</b>	Issued:

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes.<sup>1</sup> 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;<sup>2</sup>
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;<sup>3</sup>
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;<sup>4</sup>
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 of 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.<sup>5</sup>

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.

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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: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Activities</b>	Descriptor Code: <b>6.700</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

1 The student activity program and organizations are an extension of the academic curriculum and are  
2 intended to complement the basic instructional program. Each sponsor will treat student activities with  
3 the same attention given regular classes; i. e., plan and evaluate the activity and make recommendations  
4 concerning changes, continuance, or deletion from the school's activity program.

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Solicitations/Fundraising Activities</b>	Descriptor Code: <b>6.701</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-36</b>	Issued:

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 director of schools or his designee. Fundraising companies shall obtain permission in writing from the director of schools' office to visit the schools. 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, then the director of schools or his designee.
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 director of schools or his designee. In granting approval for a fundraising activity the director of schools or his designee 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: <sup>1</sup>
  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.

## 35       **LOTTERIES**

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

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**Legal References:**

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

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**Cross References:**

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Clubs and Organizations</b>	Descriptor Code: <b>6.702</b>	Issued Date: <b>12/12/13</b>
		Rescinds: <b>6.702</b>	Issued: <b>01/15/09</b>

1 Student organizations are an extension of the academic curriculum and are intended to complement the  
2 basic instructional program.

3 The principal, in cooperation with the faculty and student body representatives, shall approve all clubs  
4 and organizations within the school.

5 One or more staff members will serve as sponsors of each activity and will attend all meetings. Each  
6 sponsor will evaluate the activity and make recommendations concerning changes, continuances, or  
7 deletion from the school's activity program.

8 An approved copy of the aims, objectives, and constitution for each organization will be kept on file in  
9 the principal's office.

10 Each school shall designate one or more bulletin boards in a school hallway for non-curricular student  
11 clubs and non-curricular student organizations duly organized within the school to post signs,  
12 information, and/or posters. Any such signs, information, and/or posters are subject to the standard rules  
13 the school administration establishes regarding signs, posters, and posted information. No such signs,  
14 information, and/or posters shall remain posted for longer than one school semester. Non-curricular  
15 students clubs and organizations shall not post or distribute signs, posters, or other material in  
16 classrooms. Duly organized curricular student clubs curricular student organizations, school athletic  
17 teams, and school bands may post signs, posters, and other information in classrooms if allowed by the  
18 classroom teacher with respect to that teacher's classroom and the local school administration so long as  
19 said signs, posters, and posted information comply with the standard rules of the local school  
20 administration and the school system. No signs, posters, and information shall be posted for longer than  
21 one semester.

## 22 HAZING

23 The nature of any initiation shall be outlined and presented in writing to the club sponsor and the  
24 principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with  
25 others is strongly prohibited. Any organization which permits an initiation to go beyond the scope of  
26 activities planned and previously approved will be suspended until reinstated by the principal. A student  
27 found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension  
28 and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>1</sup>

Legal Reference:

1. TCA 49-2-120; TCA 49-6-3401

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Publications</b>	Descriptor Code: <b>6.704</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-35</b>	Issued:

## STUDENT RIGHTS

The student shall be allowed to responsibly express himself/herself and to disseminate his/her views in writing.<sup>1</sup>

Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students.

## STANDARDS

School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which:

1. Is obscene<sup>3</sup>
2. Is libelous<sup>4</sup>
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.<sup>5</sup>

## CONTROL AND SUPERVISION

Student publications shall be under the control of the principal. Each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group.<sup>2</sup>

## DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds.

As it pertains to the school, distribution shall be defined as any manner of disseminating written or printed materials equally, systematically or merely at random to several or many persons on school grounds.

## APPEALS

If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the director of schools, and ultimately to the Board.

### Legal References:

1. U.S. Constitution, First Amendment
2. *Tinker v. Des Moines Independent Community District*, 393 U.S. 503 (1969)
3. *Sharley v. Northwest Ind. School District*, 462 F. 2d 960, 970-71, 5th Cir., 1971
4. *Schwartz v. Schuker*, 298 F. Supp. 238, 242 (D.C.N.Y. 1969)
5. *Braxton v. Municipal Ct.*, 10 Cal. 3d 138, 514 P. 2d 697, 109 Cal. Rptr. 897 (1973)

### Cross References:

Use of Copyrighted Materials 4.404  
Use of the Internet 4.406  
Web Pages 4.407  
Controversial Issues 4.800

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Social Events</b>	Descriptor Code: <b>6.705</b>	Issued Date: <b>01/15/09</b>
		Rescinds:	Issued:

- 1 Events which enhance social development may be conducted by schools but must not interfere with the
- 2 scholastic program in any school.
- 3 Student organizations may sponsor social events which are planned under the guidance of club sponsors
- 4 or school administrators, scheduled well in advance, and serve to complement the curricular program.
- 5 Minimal admission fees may be charged to defray costs.
- 6 Social events scheduled for out-of-school hours shall be approved by the principal. Activities scheduled
- 7 outside of the system must be approved by the director of schools and/or the Board.
- 8 Annual school proms have approval of the Board and adequate supervision must be secured.

\_\_\_\_\_  
Cross Reference:

Student Fees and Fines 6.709

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Fees and Fines</b>	Descriptor Code: <b>6.709</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-46</b>	Issued:

## FEES

School fees are defined as follows:<sup>1</sup>

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:<sup>1</sup>

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school,<sup>2</sup> but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches during the applicable school year.<sup>1</sup> The application for determining eligibility for free or reduced-price lunches on a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.



At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and director of schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed. The director of schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

## **FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.<sup>3</sup>

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.<sup>4</sup>

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

1 The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life  
2 of the book. Damage fines will be based on the wear beyond that normally expected for one year. For  
3 one year's wear there will be no charge.

4 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the  
5 current cost of replacing the book.

6 According to State Department of Education interpretation, an individual with a disability should not be  
7 denied a copy of his educational record, including but not limited to grade cards, diplomas, certificates  
8 of progress, transcripts, Individual Educational Plans, progress reports and other records in the student's  
9 file, notwithstanding the fact he might owe for a lost notebook.

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Legal References:

1. TCA 49-2-114
2. TCA 49-6-3001(A); TCA 49-2-110(c)
3. TCA 37-10-101 through TCA 37-10-102
4. TRR/MS 0520-1-3-.03(13)

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Cross References:

Revenues 2.400  
Textbook Selection, Distribution and Care 4.401  
Care of School Property 6.311

## Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in July</b>	Descriptor Term:  <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>06/07/18</b>
		Rescinds: <b>1.407</b>	Issued: <b>11/15/16</b>

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

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.<sup>11</sup>

All requests to inspect or receive copies of records shall be submitted to the District's Public Records Request Coordinator.<sup>12</sup> The Public Records Request Coordinator shall forward requests for inspection or copies of records to the appropriate records custodian<sup>12</sup>

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

### REQUESTS FOR INSPECTION<sup>2</sup>

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

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

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

### REQUESTS FOR COPIES<sup>2</sup>

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

The Coordinator shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The Coordinator will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the District producing the copies.

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

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

## **FREQUENT AND MULTIPLE REQUESTS**

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

## **DENYING REQUESTS FOR NONCOMPLIANCE<sup>13</sup>**

### *Requests to Inspect a Public Record*

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

- a. Made two (2) or more requests to view a public record within a six-month period; and
- b. For each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

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

### *Requests for Copies of Public Records*

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

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

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

## 1    **RECORDS RETENTION**

2    The Director of Schools and/or his/her designee(s) shall retain and dispose of school district records in  
3    accordance with the following guidelines:<sup>2,4</sup>

- 4        1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of  
5        permanent or temporary value in accordance with regulations promulgated by County Public  
6        Records Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
- 7        2. Temporary value records which have been kept beyond the required time may be recommended  
8        to the Public Records Commission for destruction;<sup>7,8</sup>
- 9        3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
10       transferred to the State Library and Archives. The temporary value records rejected by the State  
11       Library and Archives may be transferred to another institution or destroyed;<sup>7,8,9</sup>
- 12       4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
13       Director of Schools desires to destroy the original permanent record, these records must be  
14       reproduced by microfilming or some other permanent reproduction method. Permission to  
15       destroy any original permanent record after microfilming follows the same procedure noted  
16       above for temporary records;<sup>6,8</sup> and
- 17       5. The Director of Schools shall establish procedures to safeguard against the unlawful  
18       destruction, removal, or loss of records.<sup>10</sup>

## 19   **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>14</sup>**

20       **Lauren Bush**  
21       **Staff Attorney**  
22       **2240 Southpark Drive**  
23       **Murfreesboro, TN 37128**  
24       **bushl@rcschools.net**  
25       **Phone: 615-893-5815**  
26       **Facsimile: 615-904-3894**

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Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2017, Chapter No. 233
14. TCA 10-7-503(g)(4)

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Cross References

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Tobacco-Free Schools</b>	Descriptor Code: <b>1.803</b>	Issued Date: <b>12/12/13</b>
		Rescinds: <b>1.803</b>	Issued: <b>01/15/09</b>

1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and  
2 personal vaporizers are prohibited in all of the school district's buildings.<sup>1</sup> Smoking shall be prohibited  
3 in any public seating areas, including but not limited to, bleachers used for sporting events, or public  
4 restrooms.<sup>2</sup>

5 The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles,  
6 owned, leased or operated by the district.

7 District employees and students enrolled in the district's schools will not be permitted to use tobacco or  
8 tobacco products, including smokeless tobacco, while they are participants in any class or activity in  
9 which they represent the school district.

10 Any student who possesses tobacco products may be issued a citation by the school principal/resource  
11 officer.<sup>3</sup>

12 Parents and students shall be notified of this citation requirement at the beginning of each school year.

13 Signs will be posted throughout the district's facilities to notify students, employees and all other persons  
14 visiting the school that the use of tobacco and tobacco products is forbidden.<sup>1</sup>

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## Legal Reference:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)(10); TCA 39-17-1605; TCA 39-17-1606
3. TCA 39-17-1505

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in June</b>	Descriptor Term: <b>Parent/Family Involvement</b>	Descriptor Code: <b>4.502</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>10-2/10-6</b>	Issued:

The Rutherford County School System shall be governed by the statutory definition of parent involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.<sup>1</sup>

The Board shall implement the following as required by federal and state legislation:

- The Rutherford County School System will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The Rutherford County School System shall incorporate activities and strategies that support this districtwide family and community engagement policy.
- The Rutherford County School System shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The Rutherford County School System shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- The Rutherford County School System shall submit any parent comments regarding the plan when the system presents the plan to the State Department of Education.
- To the extent practicable, the Rutherford County School System and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The Rutherford County School System shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure Title I schools are in compliance with the No Child Left Behind Act requirements for parental and family involvement.



- 1 • This policy shall be included in the Student Handbook and Code of Behavior and Discipline which
- 2 is distributed to parents/students annually.
- 3 • The system's comprehensive plan may be accessed on the system's website at [www.rcs.k12.tn.us](http://www.rcs.k12.tn.us).

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Legal Reference:

1. PL 107-110, No Child Left Behind Act of 2001
2. TCA 49-6-7001-7003; State Board of Education - Tennessee Parent Family Involvement Policy.

# Rutherford County Board of Education

Monitoring:  Review: Annually, in November	Descriptor Term:  <b>Grade Point Average (GPA) and Class Rank (9-12)</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>4.602</b>	Issued: <b>03/14/13</b>

All students and all subjects (except pass/fail grades) are included in class rank and GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. GPA and class rank are based on semester averages only.

Grade & Quality Points	Percentage Range		Weighting for Honors/Advanced Honors Courses & National Industry Certification	Weighting for Advanced Placement & International Baccalaureate Courses
<b>A=4 QP</b>	93	100	Will include the addition of <b>3</b> percentage points to the grades used to calculate the semester average*	Will include the addition of <b>5</b> percentage points to the grades used to calculate the semester average.*
<b>B=3 QP</b>	85	92		
<b>C=2 QP</b>	75	84		
<b>D=1 QP</b>	70	74		
<b>F=0 QP</b>	0	69		

\*Weighting is subject to the grading system requirements outlined in Board Policy 4.600.  
Class rank is computed at the end of the 5<sup>th</sup> and 7<sup>th</sup> semesters (regular semesters, not summer semesters).  
When a course is repeated, BOTH grades become a part of the GPA.

## Valedictorian/Salutatorian Criteria

- The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
- The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
- The valedictorian/salutatorian shall meet all requirements for a student graduating with honors and a student graduating with distinction pursuant to the Tennessee Board of Education's criteria. The requirements for valedictorian/salutatorian must be completed by the end of the 7th semester beginning in the 2014-2015 school year.

Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine valedictorian/salutatorian based upon honors and above honors level courses available.

1 Exception: If there is no student within the school who meets the above listed criteria, the valedictorian  
2 shall be the student with the highest grade point average.

3 Each high school principal shall approve a list of courses eligible for Honors/Advanced Honors and  
4 Advanced Placement status. A copy of the approved list will be placed in the Administrative Procedures  
5 Manual for the preceding school year. All honors/advanced honors and advanced placement courses  
6 must meet the Tennessee Board of Education's guidelines regarding standards for honors courses.

7 Students graduating with distinction will be noted and recognized in the graduation printed program.  
8 Additional "graduation with distinction" recognition will be the decision of the Board.

9 This policy shall become effective with all high school students (grades 9-12) beginning in the 2009-  
10 2010 school year.

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#### Cross References

Grading System 4.600

Graduation Requirements 4.605

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-51/5-49/6-10</b>	Issued: <b>02/12/09</b>

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least six (6) weeks before the end of the school year.

Promotion/Retention in grades K-8 will be based on:

1. Teachers' recommendation, judgment and evaluation
2. Grades and daily work
3. Effort
4. Maturity (e.g. age, social adjustment)
5. Mastery of Grade Appropriate Skill in the Core Curriculum

Once the decision to retain has been made:

1. A report of each student retained shall be made to the director of schools;
2. Documentation verifying student deficiencies shall be placed in the student's record;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure.

Educational experiences for the repeated year shall be varied in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:

1. different teacher(s);
2. different techniques and strategies;

- 1        3. different materials; and
- 2        4. varying lengths of time per subject and/or physical setting in classroom.
- 3        For the purpose of determining the effectiveness of retention toward improving student achievement,
- 4        the progress of retained students shall be monitored for at least three (3) years.

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Cross References:

Grading System 4.600

Reporting Student Progress 4.601

Attendance 6.200

# Rutherford County Board of Education

Monitoring:

Review: Annually, in  
March

Descriptor Term:

## Attendance

Descriptor Code:

6.200

Issued Date:

10/31/18

Rescinds:

6.200

Issued:

06/07/18

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

The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

Excused absences shall include:<sup>4</sup>

1. Personal illness/injury

- a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a student has five (5) school days in which to submit a note. After that time period has elapsed, the absence(s) will become permanently unexcused.

- b. The school may accept a written note from a parent/guardian or legal custodian verifying a student's illness for up to a total of ten (10) accumulated days during the school year. However, if a student is absent due to illness more than a total of ten (10) accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent absences due to illness to be excused.

2. Illness of immediate family member

- a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.

3. Death in the family

- a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.

- b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.

4. Extreme weather conditions

5. Religious observances<sup>5</sup>

6. Military Service of Parent/Guardian

- a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.

- b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>6</sup>

7. Pregnancy

8. School sponsored or school endorsed activities<sup>7</sup>

9. Summons, subpoena, or court order

- a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.

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

The principal shall be responsible for ensuring that:<sup>8</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent

for the majority of the day;

3. All student absences are verified;

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

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

## **TRUANCY**

### *General*

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.<sup>9</sup>

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>10</sup>

Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The Director of Schools/ designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.<sup>8</sup>

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

### *Progressive Truancy Intervention Plan*<sup>11</sup>

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

#### **Tier I**

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.



1 If the student accumulates additional unexcused absences in violation of the attendance contract, he/she  
2 shall be subject to the additional intervention tiers.

3 **Tier II**

4 If a student accumulates additional unexcused absences in violation of attendance contract in tier one,  
5 the student will be subject to tier two.

6 An individualized assessment by a school employee of the reasons a student has been absent from school.  
7 This may result in referral to counseling, community-based services, or other services to address the  
8 student's attendance problems.

9 **Tier III**

10 This tier will be implemented if the truancy interventions under tier two are unsuccessful.

11 The Director of Schools shall develop procedures for the implementation of a progressive truancy  
12 intervention process under tier three.

13 **COLLEGE VISITS**

14 Any high school student wishing to participate in a postsecondary school visit during the school year  
15 shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date  
16 of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any  
17 postsecondary school visits and for ensuring the safety of the student during the visit.<sup>12</sup>

18 The principal/designee shall count a student present for no more than three (3) days each school year for  
19 students participating in a postsecondary school visit. The student shall be counted present for the day  
20 of the postsecondary school visit and shall not be counted present during any travel days.

21 In order to be counted present for the school day missed, the student shall submit to the  
22 principal/designee a signed letter or form from a campus official verifying that the visit to the  
23 postsecondary school occurred.

24 The student shall complete any school work missed due to the student participating in a postsecondary  
25 school visit.

## 1 PERFECT ATTENDANCE

2 To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the  
3 state's minimum hourly requirement for a school day. To have perfect attendance in a particular class,  
4 a student must be present every day for over half of the class period.

5 Any student who misses class or a day of school because of observance of a day set aside as sacred by  
6 a religious denomination of which the student is a member or adherent, shall be deemed to have met  
7 the requirements of perfect attendance if his/her only absences were related to such observance.

8 Any student who misses class or a day of school because of a scheduled visit to a college or university  
9 shall be deemed to have met the requirements of perfect attendance if his/her only absences were  
10 related to such visit. Any student who misses class or a day of school because of earning an exemption  
11 from exams shall be deemed to have met the requirements for perfect attendance if his/her only  
12 absences were related to the exemptions.

## 13 POSITIVE INCENTIVES FOR PERFECT ATTENDANCE

14 Grades K-8

15 Individual schools are encouraged to provide incentives for regular attendance.

16 Grades 9-12

17 Final Exam Exemptions (Other than state mandated End of Course Exams)-Eligibility for exam  
18 exemptions (other than state mandated End of Course Exams) begins the first day of school. The final  
19 decision regarding final exemption of any student will be determined by the principal/designee. Any  
20 student who has been suspended (in-school or out-of-school) is not eligible for exemptions. The criteria  
21 for final exam exemption are as follows:

22 Full Year Classes	One Semester Class
23 8 absences-A average	4 absences-A average
24 6 absences-B average	3 absences-B average
25 4 absences-C average	2 absences-C average
26 2 absences-D average	1 absence-D average

## 27 ABSENCES MAY NOT BE MADE UP FOR THE PURPOSE OF QUALIFYING FOR EXAM 28 EXEMPTION.

29 Any student in Rutherford County Schools with four (4) years perfect attendance will receive recognition  
30 for this achievement.

## 31 TARDIES K-12

32 Being on time to school and class is essential for optimum teaching and learning. When a student is  
33 tardy, he/she disrupts this process for others and loses important learning time for himself/herself. School  
34 bus transportation is provided free of charge to students of Rutherford County. For this reason, tardies

related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an excused tardy when late to school, the student must either:

- a. A doctor's statement;
- b. An official court notice; or
- c. A parent conference or a parent's telephone call and approval by the administration.  
(Personal illness would be excused.)

## STATE-MANDATED ASSESSMENT

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

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

## CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>13</sup> If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## DRIVER'S LICENSE REVOCATION<sup>2</sup>

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## ATTENDANCE HEARING<sup>14</sup>

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

- 1 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their
- 2 right to appeal such action within two (2) school days to the Director of Schools/designee.
- 3 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 4 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
- 5 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
- 6 Following the review, the board may affirm or overturn the decision of the Director of Schools/designee.
- 7 The action of the board shall be final.
- 8 The Director of Schools/designee shall ensure that this policy is posted in each school building and
- 9 disseminated to all students, parents, teachers, and administrative staff.

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#### Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3019
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018)
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
9. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2018)
10. TCA 49-6-3021
11. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
12. State Board of Education Policy 4.100
13. TCA 49-2-203(b)(7)
14. TRR/MS 0520-01-02-.17

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#### Cross References

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Students in Foster Care 6.505  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>6.313</b>	Issued: <b>06/16/11</b>

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

## MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures 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 environment<sup>2</sup>
- 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*

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

### *Disciplinary Options*

- Verbal reprimand
- Special assignment

- 1 • Restricting activities
- 2 • Assigning work details
- 3 • Counseling
- 4 • Withdrawal of privileges
- 5 • Issuance of demerits
- 6 • Strict supervised study
- 7 • Detention
- 8 • Corporal punishment
- 9 • In-school suspension
- 10 • Out-of-school suspension

## 11 MISBEHAVIORS: LEVEL II

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

16 *Examples (not an exclusive listing)*

- 17 • Continuation of unmodified Level I behaviors
- 18 • School or class tardiness
- 19 • Possession of a personal communication device (beeper, cellular phone, pagers) if not  
20 drug related
- 21 • School or class truancy
- 22 • Use of tobacco, vaping, or nicotine in unauthorized areas
- 23 • Using forged notes or excuses
- 24 • Disruptive classroom behavior
- 25 • Harassment (Sexual, Racial, Ethnic, Religious, Disability), Bullying, Cyber-bullying,  
26 and/or Hazing
- 27 • Any of the above listed behaviors committed on a school bus or at a school bus stop

28 *Disciplinary Procedures*

- 29 • The student is referred to the principal for appropriate disciplinary action.
- 30 • The principal meets with the student and teacher.
- 31 • The principal hears the accusation made by the teacher and allows the student the  
32 opportunity to explain his/her conduct.
- 33 • The principal takes appropriate disciplinary action and notifies the teacher of the action.
- 34 • The record of offense and disciplinary action shall be maintained by the principal.

35 *Disciplinary Options*

- 36 • Teacher/schedule change
- 37 • Modified probation
- 38 • Behavior modification

- 1 • Social probation
- 2 • Peer counseling
- 3 • Referral to outside agency
- 4 • In-school suspension
- 5 • Transfer
- 6 • Detention
- 7 • Suspension from school-sponsored activities or from riding school bus
- 8 • Corporal punishment
- 9 • Restricting school-related privileges student is otherwise due
- 10 • Out-of-school suspension (not to exceed ten (10) days)

### 11 MISBEHAVIORS: LEVEL III

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

14 *Examples (not an exclusive listing)*

- 15 • Continuation of unmodified Level I and II behaviors
- 16 • Fighting
- 17 • Vandalism (minor)
- 18 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
- 19 drug paraphernalia, and/or alcohol
- 20 • Stealing
- 21 • Threats to others
- 22 • Harassment (Sexual, Racial, Ethnic, Religious, Disability), Bullying, Cyber-bullying,
- 23 and/or Hazing
- 24 • Any of the above listed behaviors committed on a school bus or at a school bus stop

### 25 *Disciplinary Procedures*

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

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### *Disciplinary Options*

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage, or stolen property
- Out-of-school suspension not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Long-term out-of-school suspension

### **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.

### *Examples (not an exclusive listing)*

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- 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
- Harassment (Sexual, Racial, Ethnic, Religious, Disability), 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*

- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer.
- Aggravated assault.
- 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 T.C.A. § 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.
- Complete and accurate reports are submitted to the Director of Schools.
- The student is given a hearing before the disciplinary hearing authority.

### *Disciplinary Options*

- 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.
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.

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#### Legal References

1. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
2. TCA 49-6-4009

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#### 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/Expulsion/Remand 6.316  
Safe Relocation of Students 6.4081

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>10/31/18</b>
		Rescinds: <b>6.314</b>	Issued: <b>12/03/09</b>

Any principal, assistant principal, or any teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:<sup>1</sup>

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the student, and the influence of the student's example and conduct on others;
6. The parent/guardian or legal custodian of each child enrolled in the Rutherford County School System shall be required to execute a consent form annually and upon enrollment regarding the use of corporal punishment for their child. The form will be contained in the Student Handbook and Code of Discipline and will give the following options:
  - a. I do not want my child paddled under any circumstances. I will come to the school immediately when requested.
  - b. I want to be contacted before my child is paddled.
  - c. Use principal/assistant principal's discretion and School Board Policy for determining if my child should be paddled. I understand that I will be contacted prior to my child being paddled.
7. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and
8. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

- 1 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
- 2 students, whichever is appropriate.

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**Legal References**

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;  
Public Acts of 2018, Chapter No. 900

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**Cross References**

Discipline Procedures 6.313  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspensions, Expulsion, Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/15/13</b>
		Rescinds: <b>6.316</b>	Issued: <b>11/29/12</b>

## DEFINITIONS:<sup>1</sup>

**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

**Remand:** assignment to an alternative school.

## REASONS FOR SUSPENSION/EXPULSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:<sup>2</sup>

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing or destroying school property;
7. Possession of a pistol, gun or firearm on school property;<sup>3</sup>
8. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;
9. Possession of a toy weapon on school property. A toy weapon includes, but is not limited to, a pistol, gun, firearm, sword, or knife (with the exception of toy weapons brought for school sponsored or approved purposes).;

10. Assaulting a principal or teacher with vulgar, obscene or threatening language;
11. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;<sup>3</sup>
12. Engaging in behavior which disrupts a class or school-sponsored activity;
13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
14. Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process;
16. Any other conduct prejudicial to good order or discipline in any school; and
17. Any zero tolerance offense as defined in Policy 6.313.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.<sup>4</sup>

#### **IN-SCHOOL SUSPENSION:<sup>5</sup>**

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

#### **PROCEDURES FOR IN-SCHOOL SUSPENSION:<sup>6</sup>**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (other than for in-school suspension of one (1) day or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and director of schools.

3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
  - a. Of the suspension/expulsion and the cause for it; and
  - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
  - c. of the cause of the suspension, of the conditions of readmission, which may include, at the request of either party, a meeting of the parent/guardian, student and principal.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

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Legal References:

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 § 615

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Cross References:

- Procedural Due Process 6.302  
 Interference/Disruption of School Activities 6.306  
 Bus Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Discipline Procedures 6.313  
 Disciplinary Hearing Authority 6.317

# Rutherford County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Student Disciplinary Hearing Authority</b>	Descriptor Code: <b>6.317</b>	Issued Date: <b>06/05/14</b>
		Rescinds: <b>6.317</b>	Issued: <b>01/15/09</b>

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. 1 The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of Board) at least one (1) of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place and date for each hearing;
4. Notify appropriate persons of each hearing as soon as possible after receiving the request for the hearing; and
5. Sign and maintain a copy of minutes or report of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing.

Each hearing shall be conducted by the DHA, and no member of the DHA shall be from the home school of the suspended student. Each hearing must be held, each decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions: <sup>2</sup>

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;



4. Assign the student to alternative program; or

5. Suspend the student for a specified period of time.\*

If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall either review the record or grant a second hearing.

If the Board chooses to review the record it shall;

1. Affirm the decision of the hearing authority; or

2. Modify the decision to a lesser penalty\*; or

3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or

2. Modify the decision in any manner\*; or

3. Impose a more severe penalty than that of the hearing authority.

The notice of hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of the receipt of the notice, any hearing will be closed to the public, except in the case of zero tolerance offenses.

\*Note: Zero tolerance offenses as set forth in the statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

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#### Legal References

1. TCA 49-6-3401 (c)(4)(A)(D)(10)
2. TCA 49-6-3401 (c) (5)
3. TCA 49-6-3401 (c)(6)

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#### Cross References

Procedural Due Process 6.302  
Suspension/Expulsion/Remand 6.316

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>12/03/09</b>
		Rescinds: <b>6.409</b>	Issued: <b>01/15/09</b>

## REPORTING

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.<sup>1,2</sup> The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children's Services in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department's centralized intake procedure where applicable.<sup>1</sup>

The report shall include:

1. The name, address and age of the child;
2. The name and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.<sup>1</sup>

The person reporting shall be immune from liability<sup>3</sup> and his identity shall remain confidential except when the juvenile court determines otherwise.<sup>4</sup>

The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>5</sup> These reporting procedures shall include the appropriate notification to However, nothing in the reporting procedures shall eliminate the staff member's legal responsibility to directly make a report to the authorities stated above.<sup>6</sup>

## INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations<sup>7</sup> including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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**Legal References:**

1. TCA 37-1-403(a)
2. TCA 37-1-412
3. TCA 37-1-409
4. TCA 37-1-408
5. TRR/MS 0520-1-3-.08(2)(e)
6. TCA 37-1-403(g)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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**Cross Reference:**

Interrogations and Searches 6.303

# Rutherford County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Course Access Program</b>	Descriptor Code: <b>4.806</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

The Course Access Program Act allows students in Grades Seven through Twelve (7-12) to enroll in a course access course offered by an approved Course Provider. A course access course must be approved by the State Board of Education and must be included in the listing of courses in the course access catalog and is offered by an approved course access provider.<sup>1</sup>

## ELIGIBLE STUDENTS

Students enrolled in Rutherford County Schools in Grades Seven through Twelve (7-12) are eligible to participate in the course access program, provided:<sup>2</sup>

1. The student meets all the prerequisite requirements for the course access course; and,
2. The student is unable to enroll in a comparable course at the student's school of zone because either:
  - a. A comparable course is not offered; or
  - b. A legitimate situation exists that prevents the student from enrolling in a comparable course.

A participating student may enroll in no more than two (2) course access program courses, unless Rutherford County Schools approves the student to take additional courses.

For the first two (2) course access program courses in which a participating student enrolls, Rutherford County Schools will pay the required tuition and fees to the Course Provider. If Rutherford County Schools approves a student to take more than two (2) course access program courses then:<sup>3</sup>

1. The student shall be responsible for paying to the Course Provider any required tuition and fees for all additional courses beyond the two (2) courses permitted by state statute; and
2. Rutherford County Schools shall award credit to the student upon successful completion of the additional courses.

## ENROLLMENT DENIAL

Rutherford County Schools may reject a student's course enrollment request if the course enrollment for the student does not comply with statutory requirements.<sup>4</sup>

The administration of an eligible student's school may disapprove an eligible student's enrollment in a course access course if:<sup>5</sup>

1. The student does not meet the prerequisite requirements for the course;
2. A comparable course is offered and available to the student within the Rutherford County Schools District;
3. The eligible student's enrollment in the course access course would exceed the requirements for a normal full course load as established by Rutherford County Schools; or

<sup>1</sup> TCA 49-18-102

<sup>2</sup> TCA 49-18-103(e)

<sup>3</sup> TCA 49-18-103(c)(1-2)

<sup>4</sup> TCA 49-18-103(b)(1)

<sup>5</sup> TRR/MS 0520-01-14-.03(5)(a-d)

4. Participation in the course access course is not logistically possible.

If an eligible student has been disapproved for enrollment in a course access course, the eligible student may appeal to the Assistant Superintendent for Curriculum and Instruction, who will review the appeal and make a final determination.<sup>6</sup> At the time of disapproval, the school shall provide written notice to students and their parent/guardian of their right to appeal the denial of course access course enrollment.<sup>7</sup>

#### **WITHDRAWAL**

An eligible student may withdraw from a course access course within the withdrawal period in accordance with the Course Provider's withdrawal procedures. Students who withdraw from a course access course shall enroll in a course in Rutherford County Schools to satisfy course load requirements.<sup>8</sup>

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<sup>6</sup> TRR/MS 0520-01-14-.03(6)

<sup>7</sup> TRR/MS 0520-01-14-.03(7)

<sup>8</sup> TRR/MS 0520-01-14-.03(9)