

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

**May 22, 2019
5:00 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. WELCOME-Members of Wilson County School Board**

**Larry Tomlinson-Chairman
Linda Armistead-Co-Chairman
Bill Robinson**

5. APPROVAL OF AGENDA

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

6. APPROVAL OF CONSENT AGENDA (TAB 1)

- 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:

Name	Amount	School	Funded By	Description
Kit Hartsfield	NTE \$3,000.00	Blackman High School	School Funds-Football	Summer Weights/Workouts
Lance Kelly (5)	NTE \$250.00	Blackman High School	School Funds-Football	Coaching/Camps
Jameson Knox (5)	NTE \$250.00	Blackman High School	School Funds-Football	Summer Weight Room
John McCreery	NTE \$1,500.00	Blackman High School	School Funds-Football	Summer Weight Program
Joseph Moos	NTE \$1,000.00	Blackman High School	School Funds-Football	Assistant Football Coach
Aaron Pitts	NTE \$3,700.00	Blackman High School	School Funds-Football	Assistant Football Coach
Samuel Turner (5)	NTE \$250.00	Blackman High School	School Funds-Football	Head Freshman Coach
Nicole Underwood	NTE \$600.00	Blackman Middle School	School Funds-Boys Soccer	Assistant Boys Soccer Coach
Dominic Gregali	NTE \$2,500.00	Oakland High School	Baseball Boosters	Assistant Baseball Coach
James Hawks	NTE \$3,000.00	Oakland High School	Baseball Boosters	Baseball Field Maintenance
David Holt	NTE \$1,000.00	Oakland High School	School Funds-Football	Jumbotron Operator
Diane Howard	NTE \$600.00	Oakland High School	School Funds-Girls + Boys Basketball	Clock Operator
Bryan Linnell	NTE \$2,000.00	Oakland High School	Baseball Boosters	Assistant Baseball Coach
Andrew McGowan	NTE \$2,000.00	Oakland High School	Baseball Boosters	Assistant Baseball Coach
Chad Pritchett	NTE \$2,000.00	Oakland High School	Baseball Boosters	Assistant Baseball Coach

Nicole Vaden	NTE \$1,720.00	Oakland High School	Baseball Boosters	Baseball Ticket Taker
Dean Kevin Wright	NTE \$800.00	Oakland High School	Baseball Boosters	Announcer for Baseball games
Katie Racki	NTE \$10,000.00	Siegel High School	School Funds-Band + Band Boosters	Color Guard Director
Craig Reavis	NTE \$3,000.00	Siegel High School	School Funds-Baseball	Baseball Camp Director
Michael George	\$20/Lesson	Oakland High School	Oakland Band Boosters	Private Lessons
Thomas Draper	\$15/Hour	Oakland High School	Oakland Band Boosters	Drumline Tech
Jessica Graves	\$15/Hour	Oakland High School	Oakland Band Boosters	Marching Band Instructor
Tonya Lawson	\$25/Lesson	Oakland High School	Oakland Band Boosters	Private Lessons
Jovan Quallo	\$50/Hour	Oakland High School	Oakland Band Boosters	Private Saxophone Instruction
Wilson Sharpe	\$20/Lesson	Oakland Middle School	School Funds-Band	Private Lessons
Michael George	\$20/Lesson	Oakland Middle School	School Funds-Band	Private Lessons
Tim Hale	\$20/Lesson	Oakland Middle School	School Funds-Band	Private Percussion Lessons
Tonya Lawson	\$25/Lesson	Oakland Middle School	School Funds-Band	Private Lessons
Jace May (4)	NTE \$1,000.00	Riverdale High School	Softball Boosters	Assistant Softball Coach-Total approved is now \$2,800
Sarah Parker	NTE \$750.00	Riverdale High School	School Funds-Boys Soccer	Assistant Boys Soccer Coach
Jennifer Martinez Wright	NTE \$2,300.00	Smyrna High School	School Funds-Softball	Assistant Softball Coach
Diana Skoropat	NTE \$1,000.00	Stewarts Creek High School	School Funds-Swimming	Summer Workouts for Stewarts Creek+Smyrna

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:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Jane Aplin	Oakland High School	Band
Jacob Breed	Oakland High School	Band
Thomas Draper	Oakland High School	Band
Mike George	Oakland High School	Band
Mike George	Oakland Middle School	Band
Jessica Graves	Oakland High School	Band
Tim Hale	Oakland Middle School	Band
Tonya Lawson	Oakland High School	Band
Tonya Lawson	Oakland Middle School	Band
Daniel Percell	Oakland High School	Band
Jovan Quallo	Oakland High School	Band
Wilson Sharpe	Oakland Middle School	Band
Jessica Graves	Riverdale High School	Band
Joshua Moulder	Oakland High School	Band
Wilson Sharpe	Rockvale Middle School	Band
Bianca Hensley	Stewarts Creek High School	Basketball/Girls
Chastity Cook	Blackman Middle School	Basketball/Girls
Ben Caudill	Stewarts Creek High School	Football
Tim McKee	Stewarts Creek High School	Football
Kyle Turnbow	Stewarts Creek High School	Football
Wayne Armstrong	Rockvale High School	Football/Basketball
Isaiah Phillips	Smyrna Middle School	Basketball/Boys
Jaffarious Wade	Rockvale High School	Basketball/Girls
Derek Adamson	Blackman Middle School	Football
Igor Zhislin	Central Magnet School	Chess
Gabriel Reynolds	Rockvale High School	Basketball/Girls
Morgan Knoblet	Rockvale High School	Volleyball
Franklin Huddleston	Oakland HS/Oakland MS	Archery

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

- 7. VISITORS**
- 8. REPORT ON DIRECTOR OF SCHOOLS' EVALUATION**

9. **RECOGNITION**

Richard Siegel Foundation and Murfreesboro Symphony Orchestra Excellence in Music Award-Andrea Norberg

10. **RUTHERFORD COUNTY SCHOOLS PROPOSED CALENDAR FOR 2020-2021 (TAB 2)**

Recommend Approval---motion to approve the proposed calendar for the 2020-2021 school year as presented.

11. **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:

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

12. **FINANCIAL MATTERS**

Budget Update

13. **MEMORANDUM OF UNDERSTANDING WITH PROFESSIONAL EDUCATORS (TAB 3)**

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.

Recommended Approval---motion to approve the memorandum of Understanding between the Rutherford County Board of Education and the Professional Educators of Rutherford County Schools as presented.

14. FACILITIES (TAB 4)

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.

Recommend Approval---motion 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.

15. ANNUAL POLICY MANUAL REVIEW (TAB 5)

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

16. POLICY COMMITTEE RECOMMENDATIONS (TAB 6)

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 7th semester. Outdated references to the 2009-2010 and 2014-2015 school years have been removed.

5. Policy 4.603: Promotion and Retention

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

6. Policy 6.200: Attendance

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.

8. Policy 6.314: Corporal Punishment

In response to a request to review disciplinary procedures in light of the Tennessee Department of Education's disproportionality review, the policy has been updated to bar the use of corporal punishment in Rutherford County Schools.

9. Policy 6.316: Suspension, Expulsion, Remand

Policy 6.316 has been updated to better reflect the grounds for disciplining students for off-campus criminal behavior, to update a typographical error related to the use of "in-school" where "out-of-school" should have appeared, and to remove a reference to language seeming to state a parent may request a disciplinary hearing be open to the public.

10. Policy 6.317: Student Disciplinary Hearing Authority

Policy 6.317 has been updated to clarify that hearings before the DHA are closed to the public, and to explain the role an attorney may have if attending a DHA. Additionally, the ability to request an appeal to the board that is open to the public was clarified.

11. Policy 6.409: Child Abuse and Neglect

Policy 6.409 has been updated to complete a sentence that was left incomplete.

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 first reading.

17. **INSURANCE UPDATE**
18. **DIRECTOR'S UPDATE**
19. **TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**
20. **FEDERAL RELATIONS NETWORK (FRN) UPDATE**
21. **GENERAL DISCUSSION**
22. **ADJOURNMENT**

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

Minutes of May 9, 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. on May 9, 2019. Director Bill Spurlock led the Pledge of Allegiance.

2. MOMENT OF SILENCE

The Board Chairman called for a moment of silence.

3. APPROVAL OF AGENDA

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

Vote: All Yes

4. APPROVAL OF CONSENT AGENDA

A. Minutes: April 25, 2019

B. Community Use of Facilities

C. Out of County Transfer Student (1)

D. Title I Contract

- Contract with Zachary Champagne, Math**

- Institute for Multi-Sensory Education
- IMSE Contract
- Dr. Vincent Windrow Contract

E. Routine Bids

**Bid #3397-Small Wares for Food Service (Rocky Fork Elementary and Rockvale High)
 RFP #19-02 – Therapeutic Day Treatment and Transportation Services (1st-12th Grades)
 RFP #19-03 – Occupational and Physical Therapy Services
 RFP #19-04 – Homebound Educational Services**

Request to Purchase:

LaVergne High School would like to purchase a used Toro 3100 Trim Mower with 30” Reels with 2360 hours on it from Greenville Turf & Tractor at a cost of \$11,500.00. This is the overall lowest bid from the quotes that were received. To be funded through LaVergne High School.

F. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Brad Frasier	NTE \$2,500.00	Blackman High School	School Funds-Baseball	Assistant Baseball Coach
Courtney Gregory	NTE \$500.00	Blackman High School	Varsity Cheer Boosters	Varsity Competition Cheer Coach
Greg Jones	NTE \$2,000.00	Blackman High School	School Funds-Baseball	Assistant Baseball Coach
John Mathis	NTE \$2,000.00	Blackman High School	School Funds-Baseball	Assistant Baseball Coach
Jesse Messick	NTE \$2,000.00	Blackman High School	School Funds-Baseball	Assistant Baseball Coach
Megan Witherspoon	NTE \$500.00	Blackman High School	School Funds-Baseball	Scorekeeper/Game Changer
Heather Wortman	NTE \$500.00	Blackman High School	Varsity Cheer Boosters	Varsity Competition Cheer Coach
Shane Chapman	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Mac Jones	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

Chris Lynch	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Alan Pepper	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Joseph Reed	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Darren Shanks	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Joseph Wilson	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Luke Sheppard (6)	NTE \$1,000.00	Oakland High School	School Funds- Boys Soccer	Bus Driver to away games
Joshuah Powell	NTE \$2,000.00	Smyrna High School	School Funds- Baseball	Assistant Baseball Coach
Ed Adamic	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Emmanuel Bail on	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Billy Barnes	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Brandon Bassham	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Caitlyn Benton	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

Jessamyn Bradley	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Casey Brandon	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Stoney Burks	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Josh Burks	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Duane Burks	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
James Buttrey	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Ryleigh Cobb	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Bailey Creech	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Graced Crosslin	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Karsen Daniel	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Andy Ezzelle	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

McCarthy Gause	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Steve Grocock	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Darrion King	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Lee Kinilaw	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Bobby Leathers	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Gregory Logan	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Allison Lynch	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Tim McGehee	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Chris Moore	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Chris Payne	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Cody Pepper	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

Sefton Porter	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Comedra Prowell	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Dawson Reed	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Bobby Smith	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Kevin Snell	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Karah Snell	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
John Stevenson	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
David Tippit	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Taylor Turnage	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Jordan Turnage	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Don Woods	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating

Keith Woods	NTE \$2,000.00	Eagleville	School Funds- HS + MS Girls and Boys Basketball	Summer Basketball Camp Officiating
Caitlyn Benton	NTE \$2,000.00	Eagleville	School Funds- HS Girls Volleyball	Summer Volleyball Camp Officiating
Bailey Creech	NTE \$2,000.00	Eagleville	School Funds- HS Girls Volleyball	Summer Volleyball Camp Officiating
Garcen Crosslin	NTE \$2,000.00	Eagleville	School Funds- HS Girls Volleyball	Summer Volleyball Camp Officiating
Karsen Daniel	NTE \$2,000.00	Eagleville	School Funds- HS Girls Volleyball	Summer Volleyball Camp Officiating
Mary Braschler (4)	NTE \$450.00	Siegel High School	School Funds- Choir	Pianist for additional performance of Beauty and The Beast at TPAC – amount is now \$1,450
Kaci Jacobellis	NTE \$2,500.00	Stewarts Creek High School	School Funds- Theater	Choreography

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:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Dakota Crane	Rockvale High School	Football
Charles Montgomery	Rockvale High School	Swimming
William Holliday	Rockvale High School	Football
Jason Morrison	Rockvale Middle School	Soccer/Girls

Chandler Janke	Central Magnet School	Volleyball
Jason Bowers	Blackman Middle School	Archery
Allyson Lillis	Oakland High School	Cheerleading
Lisa Guse	Central Magnet	Cross Country
Jason Roberts	Christiana Elementary	Archery
Tim Pogue	Central Magnet	Soccer/Boys
Kaci Jacobellis	Stewarts Creek High School	Theatre

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

Vote: All Yes

5. VISITORS – No visitors.

6. SPOTLIGHT

The Blackman Middle School 8th Grade Saxophone Quartet performed. They are invited to perform at the Tennessee Music Education Associations State Conference as a spotlight ensemble.

7. RECOGNITION

The Stewarts Creek Middle School Archery Team was recognized for winning their third consecutive State Championship. In doing so, the Falcon Archery Team became the first middle school in the state of Tennessee to win three consecutive state titles. They will go on to represent Tennessee as State Champions at the National Archery Tournament in Louisville, Kentucky on May 11th.

8. STUDENT DISCIPLINE APPEAL

The Board has been requested to review the April 11, 2019 decision of the Disciplinary Hearing Authority (DHA) to uphold the decision to remand a student to alternative school. The student was remanded for sexual misconduct. This review is pursuant to the provision of Policy 6.317. The Board shall either review the record or grant a second hearing.

Motion made by Mr. Young, seconded by Mrs. Moore, to affirm the decision of the hearing authority.

Vote: All Yes

9. ALC AND RUTHERFORD COUNTY SCHOOLS ALTERNATIVE TRANSPORTATION SOLUTIONS AGREEMENT CONTRACT

The ATLAS program would like to contract with ALC to provide a short-term, Emergency option for very difficult transportation situations for McKinney-Vento (ATLAS) students. ALC is a national student transportation solutions company that uses a combination of SUVs, minivans, wheelchair accessible vans and sedans to supplement districts' existing transportation programs. Whether assisting districts with their McKinney-Vento program, their hardest to serve trips, or their special needs students, ALC provides a scalable solution that can expand or contract to accommodate this ever-changing population.

Motion made by Ms. Sharp, seconded by Mr. Jordan, to approve the Transportation Solutions Agreement Contract with ALC and the ATLAS Program as presented.

Vote: All Yes

10. BLACKMAN HIGH SCHOOL CTE PROGRAM WITH REDSTONE FEDERAL CREDIT UNION

Blackman High School would like to do a CTE program with Redstone Federal Credit Union for the operation of a limited Redstone Federal Credit Union branch in the school to be operated by students under the supervision of school personnel and Redstone Federal Credit Union Officials. Redstone will pay all costs to furnish, equip, and construct the branch. Any construction within the school will require the approval of the Assistant Superintendent for Engineering and Construction. The only people who will be allowed to use the student branch would be students and school employees at Blackman High School. The branch will be in operation for a limited number of hours around noon during normal school days. Students selected for the program will receive practical instruction regarding the operations of a financial institution. Students also will be eligible for possible employment with Redstone Federal Credit Union outside of school hours. Students will not be paid any wages while working in the branch at school, but will receive school credit and be graded on their performance. Board Attorney Jeff Reed has been working with Redstone Federal Credit Union and an agreement has been reached in acceptable legal form under which Redstone Federal Credit Union will be responsible for any liabilities arising about transactions handled through the branch. A copy of the Agreement is attached. The term of the Agreement is for three years, but thereafter may be terminated by either party upon proper notice as provided in the Agreement.

Motion made by Mr. Hodge, seconded by Ms. Sharp, to authorize the Chairman to sign the Agreement with Redstone Federal Credit Union for the CTE program with Redstone Federal Credit Union at Blackman High School as presented.

Vote: All Yes

11. FINANCIAL MATTERS

Cafeteria Fund 143-Cash Banks for 2019/20 School Year

The Centralized Cafeteria fund 143 Petty Cash (Cash on Hand) amounts for each school nutrition location is currently approved for \$12,000.00 for the sole purpose of making change. An additional \$100.00 is needed in the 2019-2020 school year for the new Rocky Fork Elementary School Cafeteria and an additional \$1,000.00 is needed in the 2019-2020 school year for the new Rockville High School Cafeteria, increasing the total Petty Cash (Cash on Hand) amount to \$13,100.00.

Motion made by Mr. Young, seconded by Mrs. Johnson, to increase the Centralized Cafeteria Fund 143 Petty Cash (Cash on Hand) by a total of \$1,100 which will cover the new Rocky Fork Elementary School, \$100.00 and the new Rockvale high School, \$1,000.00 for a total of \$13,100.

Vote: All Yes

12. ANNUAL POLICY MANUAL REVIEW

Section 1 – Board Operations

Meetings and Procedures

Policy 1.500 Board-Community Relations

Policy 1.501 Visitors to the Schools

Policy 1.502 Board Meeting News Coverage

Policy 1.503 News Releases, News Conferences and Interviews

Policies and Procedures

Policy 1.600 Policy Development and Adoption

Policy 1.601 Administrative Rules and Regulations

Policy 1.602 Administrative Committees

School District Organization and Planning

Policy 1.700 School District Goals

Policy 1.701 School District Planning

Policy 1.703 School Attendance Zones and Exemptions

Policy 1.704 Charter School Applications

General School Management

Policy 1.800 School Calendar

Policy 1.801 School Day

Policy 1.8011 Emergency Closings

Policy 1.802 Section 504 and ADA Grievance Procedures

Policy 1.803 Tobacco-Free Schools

Policy 1.804 Drug-Free Workplace

Policy 1.805 Use of Electronic Mail (Email)

Policy 1.806 Advertising and Distribution of Materials in Schools

Policy 1.808 Registered Sex Offenders

Section 2 – Fiscal Management

Policy Title

Policy 2.100 Fiscal Management Goals

Budget

Policy 2.200 Annual Operating Budget

Policy 2.201 Line Item Transfer Authority

Policy 2.300 State and Federal Aid Eligibility Determination

Revenue

Policy 2.400 Revenues

Policy 2.401 Gifts and Bequests

Policy 2.402 Investment Earnings

Policy 2.403 Personal Property Sales

Policy 2.404 School Support Organizations

Policy 2.500 Deposit of Funds

Policy 2.600 Bonded Employees

Accounting

Policy 2.700 Accounting System

Policy 2.701 Financial Reports and Records

Policy 2.702 Inventories

Policy 2.703 Audits

Expenditures and Purchasing

Policy 2.800 Expenditure of Funds

Policy 2.8001 Travel Reimbursements

Policy 2.802 Payroll Procedures

Policy 2.803 Salary Deductions

Policy 2.804 Expenses and Reimbursements

Policy 2.805 Purchasing /Purchasing Authority

Policy 2.8051 Credit Cards, Debit Cards, Gift Cards, and On-Line Banking

Policy 2.806 Bids and Quotations

Policy 2.807 Requisitions

Policy 2.808 Purchase Orders and Contracts

Policy 2.809 Vendor Relations

Policy 2.810 Payment Procedures

Policy 2.900 Student Activity Funds Management

There was no discussion on the policies as presented.

13. 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:

The Nicholas Foundation

Free Basketball Camp (CMS-Gym)

Note: Facility use for 5/9/19 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.

Vote: All Yes

14. FACILITIES

Mr. Lee informed the Board that on Friday, May 17 he will be issuing bid documents for Rock Springs Elementary Annex addition. Pre-bid will be on May 21.

15. INSURANCE UPDATE – No insurance report at this time.

16. DIRECTOR’S UPDATE

The Director reported that we have received a \$10K Grant – TN Business Fund for Public Education. Riverdale High School will be recipient of this grant.

Scope of the Grant is for three areas:

- 1. Pay for post-secondary credentials in the tests students will take in AP Computer Science principals.**
- 2. Pay for teacher certification.**
- 3. Supply materials.**

Mr. Spurlock expressed excitement for Riverdale and our Curriculum Department for applying for the Grant through TSBA.

17. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

Mrs. Johnson, TLN representative for the Board, gave the following report:

TN Education Pilot passed with 3-5 years Pilot Program

Funding of School Nurses

Decreases the number of students required to fund a school nurse position. The bill did not move and will remain in the House Finance Committee.

Fund Balance Interest

Interest accruing on a balance of a districts dedicated education fund shall become part of the fund balance – taken off notice, did not move.

Additional funding for Student Resource Officers

Annual report on methods of enforcing the employment standards for SRO’s. This bill will provide additional funding for SRO’s. Additional funding was included in the budget.

Threat Assessment Team

This authorizes districts to establish a Threat Assessment Team. This was approved by the House and Senate – awaiting Governor’s signature.

Military Exemption for age requirement to drive school buses. It lowers age requirement for school bus endorsement for veterans and teachers. Approved by House and Senate Now Public Chapter 38.

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

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

Jim Estes, Board Chairman

Date

Bill C. Spurlock, Director of Schools

Date

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

**Special Called Budget Meeting
Minutes of May 13, 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

CALL TO ORDER

The Board Chairman called the Budget Meeting to order at 5:00 P.M. on May 13, 2019. Mrs. Tiffany Johnson led the Pledge of Allegiance.

1. The Director gave the following update on the 2019/20 General Purpose School Budget:

- a) Updated value of the property tax penny - \$794,071 schools - \$933,651 rest of county – revenues up \$500,000 with \$150,000 being interest
- b) Property & Casualty insurance charges are under review.
- c) The May BEP estimate should be out later in the week.

Mr. Sandvig mentioned that we would lose \$450,000 in mixed drink revenue because of a TN Supreme Court ruling.

2. Other GPS Budget - Related Business – No changes to the budget were expressed.

3. Revised Fund 143 2019/20 Centralized Cafeteria Fund Budget

The Centralized School Nutrition Fund has been updated to reflect the 5.0% raise that the Board has added for the 2019/20 school year. The resulting deficit is \$1,262,422.

Motion made by Mr. Hodge, seconded by Mr. Young, to revise the proposed 2019-2020 Centralized Cafeteria Fund Budget to reflect revenues of \$19,466,036 and expenditures of \$20,728,458 as presented.

Vote: All Yes

4. 2018-2019 Budget Amendments for General Purpose School Fund 141

These are routine cleanup amendments for the 2018/19 budget. Amendments for non-labor items and final revenue amendments will be presented at our June 6th Board meeting.

a. Medical Insurance

This amendment reallocates \$228,000 in already budgeted medical insurance to the budget lines based on the staff we have in place towards the end of the school year. No new funds are being requested, and this \$228,000 is 0.48% of the total \$47,773,665 in medical insurance included in the 2018/19 General Purpose School Budget.

Motion made by Mr. Jordan, seconded by Mr. Hodge, to amend the 2018-2019 General Purpose School Budget by reallocating \$228,000 in already budgeted medical insurance to the budget lines based on the staff we have in place towards the end of the school year as presented.

Vote: All Yes

b. Certified Staff

This amendment reallocates \$150,076 in already budgeted pay for certified staff and the related \$7,244 in benefits. This \$150,076 is 0.08% of the budgeted \$192,061,318 for certified staff. The changes are due to changes in staff since the budget was prepared, changes in experience and or degree, and vacation payouts.

Motion made by Mr. Young, seconded by Mrs. Johnson, to amend the 2018/19 General Purpose School Budget by reallocating \$157,320 in already certified staff salaries and benefits to the budget lines based on the staff we have in place towards the end of the school year as presented.

Vote: All Yes

c. Classified Staff

This amendment reallocates \$239,538 in already budgeted pay for classified staff and the related \$37,370 in benefits. This \$239,538 is 0.63% of the budgeted \$38,102,566 for classified staff. The changes are due to changes in staff since the budget was prepared, training for the new attendance system, changes in experience, and vacation payouts.

Motion made by Mrs. Moore, seconded by Mr. Jordan, to amend the 2018/19 General Purpose School Budget by reallocating \$273,908 in already classified staff salaries and benefits to the budget lines based on the staff we have in place towards the end of the school year as presented.

Vote: All Yes

d. Grants and Other Revenues

This amendment adds \$64,797 in grants and other revenues and the related expenditures to the General Purpose School Fund Budget.

\$25,000 Tobacco Settlement Funds for Alcohol, Tobacco, Drug Education

\$20,000 state through County for a walking track at LaVergne Primary School

\$4,797 CTE Equipment Grant to Central Magnet

\$15,000 for School-Based Health Services from contract with Stellar Therapy funding nurses

Motion made by Mrs. Sharp, seconded by Mrs. Moore, to amend the 2018/19 General Purpose School Budget by \$64,797 in grants and other revenues and the related expenditures as presented.

Vote: All Yes

- 5. 2018/19 Budget Amendment for Fund 143 - Centralized Cafeteria Fund Budget
This amendment keeps the budgeted \$1,396,155 deficit in this fund. Revenues are being increased by \$191,475 and the net increase in expenditures is also \$191,475. Contracted maintenance and higher food costs are the line items requiring most of the increase.

Motion made by Mr. Hodge, seconded by Ms. Sharp, to amend the 2018/19 Centralized Cafeteria Fund Budget by increasing both revenues and net expenditures by \$191,475 as presented.

Vote: All Yes

6. Fund 177 - Building Program Amendment – Land

This amendment cleans up the budgets for our various building projects (the yellow column) and then moves available funds (the blue column) from complete or nearly complete projects in order to provide \$2,040,199 in additional funding for the third school site that the Commission approved last year and \$300,000 that we may need at Rockvale High.

Clean up amendments (the yellow):

\$1,302,887	Rocky Fork Elem.
\$ 2,500	Oakland Middle Annex
\$ 2,500	Roy Waldron Addition
\$ 466	Rock Springs Elem Addition

Move to Other Projects amendments (the blue):

\$ (42,878)	John Colemon
\$(1,884,691)	Oakland Middle Annex
\$ (5,895)	Smyrna Middle Renovation
\$ 300,000	Rockvale High
\$ (409,235)	Siegel High
\$ 2,500	Roy Waldron Addition
\$ 670,573	Elementary Land
\$ 1,369,626	Secondary Land

Motion made by Ms. Sharp, seconded by Mr. Hodge, to approve the Building Program Budget amendment that cleans up a total of \$1,308,353 within budgeted line items, provides \$2,040,199 in additional funding for the third school site that the Commission approved last year, and provides \$300,000 for Rockvale High with funding coming from other projects that are complete or approaching completion as presented.

Vote: All Yes

7. Fund 189 - Capital Projects 2018-2019

A project needs to be added to the approved 2018-2019 Capital Projects so that the rock face at Rock Springs Middle School can be dressed up with pre-split rock before school starts back in August. There has been some shifting of the rock due to rain. The cost of this project will be \$223,096. \$168,130 is available from the Blackman High chiller budget and the remaining \$54,966 can be covered within that budget.

Motion made by Mr. Jordan, seconded by Mrs. Johnson, to add a \$223,096 project to dress up the rock face at Rock Springs Middle School to the 2018/19 Capital Project budget with funding to come from savings from already completed projects.

Vote: All Yes

Mr. Spurlock shared that the next budget committee meeting will be held in conjunction with the May Health & Education Committee meeting on Tuesday May 21, 2019 at 5:30 PM in the Central Office Board room.

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

Jim Estes, Board Chairman

Date

Bill C. Spurlock, Director of Schools

Date

RUTHERFORD COUNTY BOARD OF EDUCATION

2240 Southpark Drive
Murfreesboro, TN 37128

Special Called Policy Committee Meeting
May 14, 2019

Board Members Present

Jim Estes, Chairman
Coy Young, Vice Chairman
Terry Hodge
Tiffany Johnson
Jeff Jordan
Lisa Moore
Tammy Sharp
Bill C. Spurlock, Director of Schools

Committee Members Present

Kenneth Curlee
Bill Tollett
Rhonda Lackey
Joan Scales Simmons
Dr. Kay Martin
Margaret Moore
Regina Harvey

Others Present

Sara Page	James Evans	Scott Broden, DNJ
Jeff Reed	Dr. James Sullivan	
Pierrecia Lyons	REA President & President Elect	

The Board Chairman, Mr. Estes, called the meeting to order at 5:00 p.m. All stood and recited the pledge, which was led by Pierrecia Lyons. Motion was made by Coy Young with a second by Margaret Moore to approve the agenda; motion passed. Chairmen Estes welcomed Sara Page to first Policy Committee meeting, whereby all introduced themselves to Ms. Page.

The policy committee began with a Policy Audit: adopting revisions to Policy 1.407 School District Records. The policy has been updated to change the District Public Records Request Coordinator from Lauren Bush to Sara Page.

Motion to recommend to the Board for approval was made by Terry Hodge seconded by Tiffany Johnson, to approve Policy 1.407.

VOTE: All Yes

The policy committee Policy 1.803 Tobacco and Vape-Free 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/or vape products may be disciplined.

Motion made by Tammy Sharp seconded by Joan Simmons to approve Policy 1.803.

VOTE: All Yes

The policy committee discussed revising Policy 4.502 Parent/Family Involvement has been updated to replace “No Child Left Behind” with references to the Elementary and Secondary Education Act.

Ms. Page explained that the update was based on new statutory language.

Motion was made by Lisa Moore, second by Regina Harvey to approve Policy 4.502.

VOTE: All Yes

The policy committee discussion moved to recommended Policy Changes:

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 7th semester. Outdated references to the 2009-2010 and 2014-2015 school years have been removed. Also noted, graduation with Honors has been removed, now graduating with distinction.

Question was asked by Lisa Moore, “With Honors being removed, what were the criteria that are now being eliminated?” Benchmarks in Math and Reading also removed, but still recognizing both “with Honors” and “with Distinction” and separating the two. Adding “highest” ACT score to the criteria, making it a deciding factor if presented with tying candidates. Can’t use super-scoring for this valedictorian selection. SAT scores can be equated in lieu of the ACT score. She also asked if the proposed policy had been sent to all the Principals for review. Dr. Martin confirmed their review and submission of feedback. Their feedback was considered in the proposal of the policy to the Committee. None of the Principals had expressed any strong feelings to the policy change. Other districts have already revised their policy aligning with the TSBA recommendation; Williamson, Wilson, Maryville schools in Knox County. Principals would, however, rather not use a weighted process to determine valedictorian. Director Spurlock stated that with Dual Enrollment, you must consider the different scales for college courses to prevent students from being penalized for taking higher level courses. Ms. Page explained that colleges submit letter

grades without numerical values. Dr. Martin clarified upon confusion that students who sit for the exam with AP courses do receive quality points on their quarterly grades; and students scoring 3 or better on the AP exam receive college credit; however, GPAs will not be weighted and remain at maximum of 4.0. She also explained how studies show that students who take more rigorous courses score higher on the ACT. Currently the State pays for all Juniors to take the ACT one time and one additional retake their Senior year if necessary. Of note, the policy would take effect and be applied to the Class of 2023. Mr. Young pointed out that a parent had shared their own experience of his/her son being denied a scholarship at Alabama due this school having too many valedictorians. Mr. Spurlock gave the example of application of the new policy to Central Magnet's graduating class reducing the number of valedictorians from 55 to 5. Mrs. Moore said expressed her thoughts of more valedictorians being a good thing, and that she didn't see the benefit of having less. She wasn't aware of many universities sharing the same issue denying scholarships on this basis. Dr. Martin confirmed that it happens more commonly than you would think. Mrs. Simmons said her experience of having a child with a 4.0 GPA and thinking he/she would have all kinds of scholarship opportunities, and she was told by Deans of Admissions that GPAs were not considered as much as the level of rigor of courses and ACT/SAT scores.

Motion was made by Coy Young, second by Kenneth Curlee to approve Policy 4.602.

VOTE: Majority Yes with 1 No by Lisa Moore

The policy committee discussed revising Policy 4.603 Promotion and Retention. Policy 4.603 has been extensively rewritten to reflect changes to State Board of Education Policy 3.300.

Motion was made by Jeff Jordan, second by Terry Hodge to approve Policy 4.603.

VOTE: All Yes

The policy committee discussed revising Policy 6.200 Attendance. Policy 6.200 has been updated to reduce the number of parent-produced excuse notes for illness from ten to eight.

The Director briefly commented stating that revising the policy is meant to address chronic absenteeism and hoping it makes a small impact on the number of parents' notes. Jeff Jordan concurred and said that he hopes it also encourages students to arrive at school on time.

Motion was made by Lisa Moore to adopt Policy 6.200 with a second by Margaret Moore to approve Policy 6.200 as proposed.

VOTE: All Yes

The policy committee discussed revising 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.

Brief discussion was held and Lisa Moore suggested that in light of the most recent disciplinary appeal before the Board, where the remanded student's actions exposed fellow students to a potentially very dangerous situation, should we consider making level IV offenses zero tolerance as well? Ms. Page explained that there are specific offenses that receive zero tolerance disciplinary action, but we can consider revision language for non-zero tolerance consequences like Remandment +180 days.

Motion was made by Tammy Sharp to adopt Policy 6.313 with a second by Regina Harvey to approve Policy 6.313 as proposed.

VOTE: All Yes

The policy committee discussed revising Policy 6.314 Corporal Punishment. In response to a request to review disciplinary procedures in light of the Tennessee Department of Education's disproportionality review, policy 6.314 has been updated to bar the use of corporal punishment in Rutherford County Schools.

Sara Page explained that the Comptroller's Office did an audit in 2017 finding that corporal punishment was being used disproportionately on students with disabilities. Tammy Sharp asked what will be used in place of it if it is removed as an option to discipline in our schools? Ms. Page said that we have reporting that indicates that most

Principals aren't using corporal punishment, and they are mostly using ISS/OSS. We want to turn to other methods of changing behaviors through mediations and evaluating FBAs and BIPs to see what the causes of the behaviors are and finding ways to prevent further behaviors rather than utilizing punishments. Lisa Moore opined that change in times dictate change in policy. With today's parents being very litigious, she felt the change in policy was a move in the necessary direction. Regina Harvey offered that if statistics show that corporal punishment is disproportionately being administered, then if only to protect the disabled it's a good policy.

Motion was made by Regina Harvey to adopt Policy 6.314 with a second by Lisa Moore to approve Policy 6.314 as proposed.

VOTE: All Yes

The policy committee discussed revising Policy 6.316 Suspension, Expulsion, and Remand. Policy 6.316 has been updated to better reflect the grounds for disciplining students for off-campus criminal behavior, to update a typographical error related to the use of "in-school" where "out-of-school" should have appeared, and to remove a reference to language seeming to state a parent may request a disciplinary hearing be open to the public.

Sara Page explained that issues receiving Board review remain open to the public, but this does not extend to review in front of the Disciplinary Hearing Authority.

Motion was made by Lisa Moore to adopt Policy 6.316 with a second by Tiffany Johnson to approve Policy 6.316 as proposed.

VOTE: All Yes

The policy committee discussed revising Policy 6.317 Student Disciplinary Hearing Authority. Policy 6.317 has been updated to clarify that hearings before the DHA are closed to the public, and to explain the role an attorney may have if attending a DHA. Additionally, the ability to request an appeal to the board that is open to the public was clarified.

Motion was made by Coy Young to adopt Policy 6.317 with a second by Margaret Moore to approve Policy 6.317 as proposed.

VOTE: All Yes

The policy committee discussed revising Policy 6.409 Child Abuse and Neglect. Policy 6.409 has been updated to complete a sentence that was left incomplete.

Ms. Page stated that the policy revision adds the words “to law enforcement.”

Motion was made by Bill Tollett to adopt Policy 6.409 with a second by Tammy Sharp to approve Policy 6.409 as proposed.

VOTE: All Yes

There was one policy presented to the Committee for consideration. Policy 4.806 Course Access Program.

Sara Page explained that Policy 4.806 is a new policy adapted from TSBA's model. Lisa Moore asked if we have a lot of students taking online courses. Director Spurlock and Chairman Estes stated that we do have students taking online courses and the trend in secondary schools is moving toward virtual schools.

Motion was made by Terry Hodge to adopt Policy 4.806 with a second by Coy Young to approve Policy 4.806 as proposed.

VOTE: All Yes

Side Bar: Margaret Moore wanted to further discuss GPA changes and valedictorian selection process. She asked if there would be informational meetings for schools and parents? Director Spurlock said steps would be taken to explain, inform, and prepare students and parents for the policy change.

There being no further business, the meeting adjourned at approximately 5:44 p.m.

Jim Estes, Chairman

Date

Bill C. Spurlock, Director of Schools

Date

FACILITIES USE

May 23, 2019

CONSENT AGENDA

Rockvale Middle	Shockers 14u Softball, practices, 5/23/19-6/29/19 2-5pm, softball field, \$18/hr
Stewarts Creek Middle	The Miss Smyrna Pageant, beauty pageant, 7/19/19-7/20/19 6pm-9pm, auditorium, \$570
Stewartsboro Elementary	Abiding Faith Lutheran Church, soccer camp, 6/3/19-6/6/19 9am-12pm, outside fields, \$18/hr

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.**

Contract with Rutherford County Title I/Title II and Mindsteps Inc.

Robyn Jackson, consultant with Mindsteps, Inc. will provide 4 full day workshops for RTI Coaches and Principals. This will be a continuation of the work done with Mrs. Jackson during the 2018-19 school year.

Objectives:

- To help instructional leaders better understand what rigor is (and what it is not)
- To help instructional leaders understand the four stages of rigor
- To show coaches how to develop rigorous lesson plans and unit plans
- To show coaches how to teach teachers to develop more rigorous lesson plans

Contract Details:

Total Contract fee: \$35,000 for 4 full days (inclusive of all travel)

Cost will be split accordingly between Title I and Title II Funds based on participant numbers.

Day one: September 4, 2019

Day two: September 5, 2019

Day three: November 5, 2019

Day four: November 6, 2019

Motion: to approve contract between Rutherford County Title I/Title II and Mindsteps, Inc. (four full day workshops) for Rutherford County RTI Coaches and Principals.

(Pending approval of FY20 Budget)

SOLUTION OVERVIEW

Below is a detailed description of the services based on our conversation:

4 Fulls of Training for Instructional Leaders:

- **Day 1 for School Administrators and Coaches:** School administrators and coaches will learn what rigor is (and isn't) and how to move students through the four stages of rigor. They will learn to observe for rigor to recognize rigorous instruction and how to provide teachers with appropriate feedback that helps them increase the rigor of their instruction.
- **Day 2 for Coaches:** Coaches will learn Mindsteps' system for mapping out rigorous unit plans. They will start the day by learning a simplified way to quickly and easily unpack the learning standards. Coaches will understand how to use their standards as the starting point to planning rigorous units and they will spend time mapping out their own unit, including their formative and summative assessments. When they have finished, they can be sure that their unit and assessments are directly aligned to their standards.
- **Day 3 for Coaches:** Now that coaches know what rigor is and have learned our easy system for planning an entire unit based on the standards, coaches will bring their sample units to the session to get feedback and support. Plus, coaches will learn how to coach other teachers to plan rigorous units.
- **Day 4 for Title I School Administrators and Coaches:** Dr. Jackson will show the school administrators and coaches a step by step system to realize their schools Vision, Mission and Core Values.

PLEASE NOTE: All workshops must end by 3:00 pm

Additional Services

Although all workshop materials will be provided with the workshop, additional materials are available for teachers that support the goals of this workshop. These materials are NOT required and will be offered at a discounted priced of 10% off the retails price.

Below are additional services you can choose that we think would add additional value to you and your team based on what was discussed during our conversation.

Option 1: How To Plan Rigorous Instruction: In this book Robyn R. Jackson explains how to plan more rigorous, engaging, and rewarding lessons that help your students go beyond a surface understanding of the material and see the connection between what they are doing in class and their ultimate learning goals. Regardless of the grade level or discipline you teach, discover how to create lessons that are much more focused, activities that are more relevant and engaging, and assessments that are much more informative to both you and your students.

Option 2: Rigor Bundle *How to Plan Rigorous Instruction* and *Connecting Extending Thinking* by Max Thompson. This book bundle gives you everything you need to build a complete rigorous unit from start to finish. You'll learn how to quickly and easily unpack standards, select the right materials, and map out an entire rigorous unit plan that builds students' thinking systematically. You'll also learn specific strategies for helping struggling students tackle more rigorous assignments, the exact strategies you need to teach students how to think for themselves, and detailed templates to help you plan rigorous lessons and units.

PROPOSAL DETAILS

Below is a list of the Proposal Details, please confirm the delivery dates with your initials. If you choose an Additional Option please indicate your acceptance by initialing in the column beside each.

DELIVERABLE	DESCRIPTION	INITIAL ACCEPTANCE
TRAINING FOR INSTRUCTIONAL LEADERS	4 Full-Day workshops	
WORKSHOP DELIVERY DATES	Day One: September 4, 2019 Day Two: September 5, 2019 Day Three: November 5, 2019 Day Four: November 6, 2019	_____
TOTAL INVESTMENT	\$35,000.00	
ADDITIONAL OPTION 1 -	\$20.66 ea. No. of books _____	_____
ADDITIONAL OPTION 2 -	\$52.20 ea. No. of bundles _____	_____

PLEASE NOTE: The total investment is inclusive of all travel, administrative, logistical, and communication expenses.

ACCEPTANCE

The information contained in this contract constitutes the terms between Mindsteps Inc., Washington D.C. , and Rutherford county schools 2240 Southpark Drive Murfreesboro, TN 37128

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of Rutherford county schools.

PROPOSAL ACCEPTANCE: Rutherford County Schools

[Redacted]

SIGNATURE

DATE

NAME

TITLE

PROPOSAL ACCEPTANCE: MINDSTEPS INC.

SIGNATURE

[Document.CreatedDate]

DATE

JOHN F. JACKSON III

NAME

VICE PRESIDENT

TITLE

GENERAL TERMS & CONDITIONS

Defintitions:

Agreement - This signed proposal between Mindsteps Inc. and Rutherford county schools

Client - Rutherford county schools

Mindsteps - Mindsteps Inc.

Parties - Mindsteps Inc. and Rutherford county schools

1. **Termination.** Notwithstanding Clause 3 herein, the Agreement shall not for any reason be terminated by Client. At Mindsteps discretion, the delivery date(s) may be rescheduled for up to six months after the date that is the day of the first performance so long as notice is received by Mindsteps no less than 30 days before the date that is the first day of the performance. Client will reimburse Mindsteps for any cost incurred before date of notice.

2. **Binding Agreement.** This Agreement shall be binding on both Parties. Assignment of this Agreement by either party in accordance with the terms of this Section shall be effective upon due notice in writing to the other party, except that neither party shall assign this Agreement without obtaining prior written approval from the other party.

3. **Force Majeure.** In the performance of the Parties obligations here under, neither party shall be liable for delays caused by wars, civil riots, strikes, labor controversies, death of immediate family member, fires, hurricanes, acts of God, governmental restrictions, or any other circumstance beyond their control.

4. **Applicable Law.** The laws of the District of Columbia shall govern this Agreement, without regard to or application of choice of law rules or principles, and courts located in the District of Columbia shall be the exclusive jurisdiction for all disputes arising from or relating to this Agreement.

5. **Severability.** Any provision of this Agreement which is invalid or unenforceable in any jurisdiction shall be ineffective to the extent of such invalidity or unenforceable without

invalidating or rendering unenforceable the remaining provisions hereof, and any such invalidity or unenforceable in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

6. Entire Agreement. This contract is the entire Agreement between the Parties. It may not be altered, modified, extended, or revised in any way unless such alteration, modification, extension, or revision is in writing, contained in an instrument of comparable formality to the Agreement and signed by each of the Parties.

7. Waiver. Any waiver of the provisions of this Agreement or of a party's rights or remedies under this Agreement must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Agreement or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Agreement and will not in any way affect the validity of the whole or any part of this Agreement or prejudice such party's.

8. Payment. Mindsteps accept major credit cards and checks for payment. Please make checks Payable to Mindsteps Inc. Checks should be mailed to P.O. Box 55049 Washington D.C. 20040. Payment to any of our consultants will not be ****acceptable**** for any reason. After thirty days all unpaid balances will be assessed a late fee of 3% of the balance monthly. If you have any additional questions you can contact our accounting department via phone (888) 565-8881 xt. 4 or email accounting@mindstepsinc.com

9. Notice. Any notice, instruction, request, consent, demand or other communication required or contemplated by this Agreement, other than routine transactional, shall be in writing and shall be delivered, mailed postage prepaid or emailed to:

Mindsteps Inc.
835 Ingraham St. NW
Washington DC, 20011
Attn: John F. Jackson III
john@mindstepsinc.com

Rutherford county schools
2240 Southpark Drive
Murfreesboro, TN 37128
Attn: Mark Gullion
schofieldl@rcschools.net

ESEA/IDEA Consolidated Funding Application

Under the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA), The Local Consolidated Grant Application for fiscal year 2020.01 includes the following components:

Consolidated Administration

Title I, Part A: Improving the Academic Achievement for the Disadvantaged- \$5,292,335.00

Title I, Part D: Delinquent: Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk- \$73,862.42

Title II, Part A: Teacher and Principal Training and Recruitment- \$802,963.00

Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement-\$395,466.74

Title IV, Part A: Student Support and Academic Enrichment Grants- \$392,259.00

IDEA, Part B: Individuals with Disabilities- \$8,129,409.00

IDEA, Preschool: Preschool Grants for Children with Disabilities- \$110,994.00

Motion to: Approve the fiscal year 2020.01 Local Consolidated Grant Application under ESEA/IDEA and authorize the Director of Schools to file any necessary budget revisions, addenda, or transfer requests.

FY20 Consolidated Application Approval for IDEA/ESEA
School Year 2019-20

LEA # 750 LEA Name (Legal Name of Agency): Rutherford County Schools

LEA # <u>750</u>	LEA Name (Legal Name of Agency): Rutherford County Schools
LEA Legal Making Address	
Street Address <u>2240 Southpark Drive</u>	
City <u>Murfreesboro</u>	State <u>TN</u> Zip <u>37128</u>

Consolidated Project begins July 1, 2019 and ends September 30, 2020

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

May 23, 2019

Board Meeting Date

Director of Schools (Signature)

Bill C. Spurlock

Director of Schools (Print Name)

Date Signed

Board of Education Official (Signature)

Jim Estes

Board of Education Official (Print Name)

Date Signed

	(1) Title I-A CFDA: 84.010A	(2) Title I-A Neglected CFDA: 84.010A	(3) Title I-D LEA CFDA: 84.010A	(4) Title I-D SA CFDA: 84.013A	(5) Title II-A CFDA: 84.367A	(6) Title III CFDA: 84.365A	(7) Title IV CFDA: 84.424A	(8) Title V CFDA: 84.358A	(9) ESEA Con. Admin CFDA: 84.358A	(10) School-wide Pool	(11) IDEA Part B CFDA: 84.027A	(12) IDEA Preschool CFDA: 84.179A	Total
Original	\$5,292,335.00	\$0.00	\$73,862.42	\$0.00	\$802,963.00	\$395,486.74	\$992,299.00	\$0.00	\$0.00	\$0.00	\$8,129,409.00	\$110,994.00	\$15,197,299.16
Incoming Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Award	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$5,292,335.00	\$0.00	\$73,862.42	\$0.00	\$802,963.00	\$395,486.74	\$992,299.00	\$0.00	\$0.00	\$0.00	\$8,129,409.00	\$110,994.00	\$15,197,299.16
From Title I-A	(\$200,000.00)												0.00
From Title I-A Neglected		0.00											0.00
From Title I-D LEA			(\$5,000.00)										0.00
From Title I-D SA				0.00									0.00
From Title II-A		0.00			(\$30,000.00)								0.00
From Title III						(\$1,000.00)							0.00
From Title IV		0.00	0.00	0.00	0.00	\$35,000.00	(\$42,200.00)						0.00
From Title V								0.00					0.00
From ESEA Con. Admin									0.00				0.00
From School-wide Pool										0.00			0.00
From IDEA, Part B											0.00		0.00
From IDEA Preschool												0.00	0.00
Total	\$5,092,335.00	\$0.00	\$68,862.42	\$0.00	\$772,963.00	\$429,486.74	\$950,099.00	\$0.00	\$243,200.00	\$0.00	\$8,129,409.00	\$110,994.00	\$15,197,299.16

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Consolidated Admin Pool

Indirect Cost

Total Contributing to Indirect Cost	\$238,283.42
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$3,145.34

Line Item Number	Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
105 - Supervisor / Director		26,300.00		26,300.00
161 - Secretary(s)		28,000.00		28,000.00
189 - Other Salaries & Wages		113,500.00		113,500.00
201 - Social Security		10,403.60		10,403.60
204 - State Retirement		16,045.44		16,045.44
206 - Life Insurance		140.00		140.00
207 - Medical Insurance		12,965.00		12,965.00

Account Number	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number			
212 - Employer Medicare	2,433.10		2,433.10
299 - Other Fringe Benefits	469.84		469.84
336 - Maintenance & Repair Services - Equipment	350.00		350.00
355 - Travel	3,900.00		3,900.00
499 - Other Supplies and Materials	7,000.00		7,000.00
504 - Indirect Cost		3,145.34	3,145.34
524 - In-Service / Staff Development	16,776.44		16,776.44
790 - Other Equipment	1,771.24		1,771.24
Total	240,054.66	3,145.34	243,200.00
	Adjusted Allocation		243,200.00
	Remaining		0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Title I-A

Indirect Cost

Total Contributing to Indirect Cost	\$4,873,243.22
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$64,326.81

Line Item Number	Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
116 - Teachers		1,162,160.10					1,162,160.10
163 - Educational Assistants		373,650.00		0.00			373,650.00
189 - Other Salaries & Wages		0.00	107,675.00	1,034,650.00	0.00		1,142,325.00

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
Line Item Number						
196 - In-Service Training			32,984.80	0.00		32,984.80
201 - Social Security	95,220.23	6,675.85	66,193.36	0.00		168,089.44
204 - State Retirement	163,368.71	11,445.85	113,489.58	0.00		288,304.14
206 - Life Insurance	1,645.00	140.00	1,015.00	0.00		2,800.00
207 - Medical Insurance	385,500.00	12,200.00	176,700.00	0.00		574,400.00
212 - Employer Medicare	22,269.25	1,561.29	15,480.70	0.00		39,311.24
299 - Other Fringe Benefits	4,241.57	301.49	2,897.02	0.00		7,440.08
315 - Contracts with Vehicle Owners				9,300.00		9,300.00

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
Line Item Number						
336 - Maintenance & Repair Services - Equipment	200.00	0.00	0.00			200.00
355 - Travel		2,003.80	1,200.00	0.00		3,203.80
369 - Contracts for Substitute Teachers - Certified	18,390.54		0.00			18,390.54
370 - Contracts for Substitute Teachers - Non-certified	55,171.63		0.00			55,171.63
399 - Other Contracted Services	6,500.00	12,036.38	0.00	0.00		18,536.38
429 - Instructional Supplies & Materials	94,322.56					94,322.56

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
499 - Other Supplies and Materials	316,727.00	96,204.60	12,200.00	0.00		425,131.60
504 - Indirect Cost					64,326.81	64,326.81
524 - In-Service / Staff Development		16,000.00	441,520.91	0.00		457,520.91
599 - Other Charges	0.00	1.00	0.00	0.00		1.00
722 - Regular Instruction Equipment	152,364.97					152,364.97
790 - Other Equipment		1,500.00	900.00			2,400.00
Total	2,851,731.56	267,745.26	1,899,231.37	9,300.00	64,326.81	5,092,335.00
Adjusted Allocation						5,092,335.00
Remaining						0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Title I-D LEA

Indirect Cost

Total Contributing to Indirect Cost	\$56,615.11
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$747.31

Line Item Number	Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
116 - Teachers		4,436.00				4,436.00
201 - Social Security		275.03	0.00	0.00		275.03
204 - State Retirement		471.55	0.00	0.00		471.55
212 - Employer Medicare		64.32	0.00	0.00		64.32
309 - Contracts with Government Agencies			25,604.79			25,604.79

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
336 - Maintenance & Repair Services - Equipment	2,000.00	0.00	0.00		2,000.00
399 - Other Contracted Services	300.00	0.00	0.00		300.00
429 - Instructional Supplies & Materials	4,783.10				4,783.10
499 - Other Supplies and Materials	9,173.50	0.00	0.00		9,173.50
504 - Indirect Cost				747.31	747.31
524 - In-Service / Staff Development		0.00	9,506.82		9,506.82
722 - Regular Instruction Equipment	11,500.00				11,500.00
Total	33,003.50	25,604.79	9,506.82	747.31	68,862.42
	Adjusted Allocation				68,862.42
	Remaining				0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Title II-A

Indirect Cost	
Total Contributing to Indirect Cost	\$757,960.57
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$10,005.04

Line Item Number	Account Number	71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
189 - Other Salaries & Wages		0.00	63,910.00		63,910.00
196 - In-Service Training			25,000.00		25,000.00
201 - Social Security		0.00	5,512.42		5,512.42
204 - State Retirement		0.00	9,451.13		9,451.13
206 - Life Insurance		0.00	35.00		35.00

Account Number	71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number				
207 - Medical Insurance	0.00	11,000.00		11,000.00
212 - Employer Medicare	0.00	1,289.20		1,289.20
299 - Other Fringe Benefits	0.00	178.95		178.95
369 - Contracts for Substitute Teachers - Certified	20,000.00	0.00		20,000.00
370 - Contracts for Substitute Teachers - Non-certified	60,000.00	0.00		60,000.00
499 - Other Supplies and Materials	0.00	10,000.00		10,000.00
504 - Indirect Cost			10,002.43	10,002.43
524 - In-Service / Staff Development		551,583.87		551,583.87
790 - Other Equipment		5,000.00		5,000.00
Total	80,000.00	682,960.57	10,002.43	772,963.00
		Adjusted Allocation		772,963.00
		Remaining		0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Title III

Indirect Cost

Total Contributing to Indirect Cost	\$397,641.35
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$5,248.86

Line Item Number	Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
189 - Other Salaries & Wages		0.00	37,413.22	120,035.95	0.00	0.00	157,449.17
196 - In-Service Training				10,677.38	0.00		10,677.38
201 - Social Security		0.00	2,319.62	8,011.23	0.00		10,330.85

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
204 - State Retirement	0.00	3,980.76	13,748.30	0.00		17,729.06
206 - Life Insurance	0.00	50.00	82.00	0.00		132.00
207 - Medical Insurance	0.00	15,308.82	20,000.00	0.00		35,308.82
212 - Employer Medicare	0.00	718.02	1,873.59	0.00		2,591.61
299 - Other Fringe Benefits	0.00	45.77	210.00	0.00		255.77
315 - Contracts with Vehicle Owners				4,000.00		4,000.00
369 - Contracts for Substitute Teachers - Certified	2,000.00		0.00			2,000.00

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
370 - Contracts for Substitute Teachers - Non-certified	2,000.00		0.00			2,000.00
399 - Other Contracted Services	51,200.00	0.00	0.00	0.00		51,200.00
429 - Instructional Supplies & Materials	10,000.00					10,000.00
499 - Other Supplies and Materials	41,456.40	0.00	0.00	0.00		41,456.40
504 - Indirect Cost					5,248.86	5,248.86
524 - In-Service / Staff Development		0.00	52,510.29	0.00		52,510.29
722 - Regular Instruction Equipment	26,576.53					26,576.53

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	99100 - Transfers Out	Total
Total	133,232.93	59,836.21	227,148.74	4,000.00	5,248.86	429,466.74
Adjusted Allocation						429,466.74
Remaining						0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - Title IV

Indirect Cost

Total Contributing to Indirect Cost	\$327,091.32
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$4,317.60

Line Item Number	Account Number	71100 - Regular Instruction Program	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
189 - Other Salaries & Wages		0.00	0.00	0.00	86,100.00		86,100.00
196 - In-Service Training					23,000.00		23,000.00
201 - Social Security		0.00	0.00	0.00	6,764.20		6,764.20

Account Number	71100 - Regular Instruction Program	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
204 - State Retirement	0.00	0.00	0.00	11,597.33		11,597.33
206 - Life Insurance	0.00	0.00	0.00	35.00		35.00
207 - Medical Insurance	0.00	0.00	0.00	15,000.00		15,000.00
212 - Employer Medicare	0.00	0.00	0.00	1,581.95		1,581.95
299 - Other Fringe Benefits	0.00	0.00	0.00	241.08		241.08
322 - Evaluation & Testing		0.00	17,789.92			17,789.92
369 - Contracts for Substitute Teachers - Certified	1,500.00			0.00		1,500.00

Account Number	71100 - Regular Instruction Program	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
370 - Contracts for Substitute Teachers - Non-certified	3,500.00			0.00		3,500.00
399 - Other Contracted Services	0.00	0.00	79,850.00	0.00		79,850.00
429 - Instructional Supplies & Materials	15,000.00					15,000.00
499 - Other Supplies and Materials	1,000.00	27,500.00	0.00	0.00		28,500.00
504 - Indirect Cost					4,317.60	4,317.60
524 - In-Service / Staff Development		0.00	0.00	36,631.84		36,631.84
790 - Other Equipment		18,650.08	0.00	0.00		18,650.08
Total	21,000.00	46,150.08	97,639.92	180,951.40	4,317.60	350,059.00

Account Number	71100 - Regular Instruction Program	72120 - Health Services	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number						

Adjusted Allocation 350,059.00

Remaining 0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - IDEA, Part B

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Line Item Number	71200 - Special Education Program	72120 - Health Services	72130 - Other Student Support	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
116 - Teachers	799,999.92						799,999.92
124 - Psychological Personnel		0.00		1,100,060.45			1,100,060.45
130 - Social Workers			400,000.00				400,000.00
163 - Educational Assistants	940,000.00						940,000.00

Account Number	71200 - Special Education Program	72120 - Health Services	72130 - Other Student Support	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
171 - Speech Pathologist	97,000.00			0.00			97,000.00
189 - Other Salaries & Wages	97,000.00	160,000.00	0.00	422,000.00	233,100.04		912,100.04
201 - Social Security	166,000.00	13,100.00	32,000.00	80,000.00	15,500.00		306,600.00
204 - State Retirement	300,000.00	20,700.00	55,800.00	150,000.00	23,500.00		550,000.00
206 - Life Insurance	2,700.00	930,000.00	300.00	1,300.00	300.00		934,600.00
207 - Medical Insurance	930,000.00	41,000.00	88,000.00	280,000.00	80,000.00		1,419,000.00
212 - Employer Medicare	41,000.00	6,300.00	7,700.00	21,200.00	3,200.00		79,400.00
299 - Other Fringe Benefits	6,300.00	500.00	1,175.00	3,300.00	500.00		11,775.00
312 - Contracts with Private Agencies	80,000.00			0.00	0.00		80,000.00

Account Number	71200 - Special Education Program	72120 - Health Services	72130 - Other Student Support	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
338 - Maintenance & Repair Services - Vehicles					20,000.00		20,000.00
369 - Contracts for Substitute Teachers - Certified	502.52						502.52
370 - Contracts for Substitute Teachers - Non-certified	500.00						500.00
399 - Other Contracted Services	0.00	0.00	0.00	150,000.00	0.00		150,000.00
425 - Gasoline					15,000.00		15,000.00
429 - Instructional Supplies & Materials	15,300.00						15,300.00

Account Number	71200 - Special Education Program	72120 - Health Services	72130 - Other Student Support	72220 - Support Services/Special Education Program	72710 - Transportation	99100 - Transfers Out	Total
Line Item Number							
499 - Other Supplies and Materials	13,000.00	0.00	0.00	109,213.00	0.00		122,213.00
504 - Indirect Cost						105,858.07	105,858.07
524 - In-Service / Staff Development		0.00	0.00	64,500.00	0.00		64,500.00
599 - Other Charges	0.00	0.00	0.00	1,000.00	0.00		1,000.00
725 - Special Education Equipment	1,500.00						1,500.00
790 - Other Equipment			0.00	2,500.00			2,500.00
Total	3,490,802.44	1,171,600.00	584,975.00	2,385,073.45	391,100.04	105,858.07	8,129,409.00
	Adjusted Allocation						8,129,409.00
	Remaining						0.00

Budget Overview

Rutherford County (750) Public District - FY 2020 - Consolidated - Rev 0 - IDEA Preschool

Indirect Cost

Total Contributing to Indirect Cost	\$108,561.00
Indirect Cost Rate	1.32%
Maximum Allowed for Indirect Cost	\$1,433.00

Line Item Number	Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
163 - Educational Assistants		47,250.00			47,250.00
201 - Social Security		2,700.00	0.00		2,700.00
204 - State Retirement		4,850.00	0.00		4,850.00
206 - Life Insurance		120.00	0.00		120.00
207 - Medical Insurance		24,300.00	0.00		24,300.00

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	99100 - Transfers Out	Total
Line Item Number				
212 - Employer Medicare	620.00	0.00		620.00
299 - Other Fringe Benefits	200.00	0.00		200.00
312 - Contracts with Private Agencies	12,000.00	0.00		12,000.00
369 - Contracts for Substitute Teachers - Certified	3,000.00			3,000.00
370 - Contracts for Substitute Teachers - Non-certified	3,000.00			3,000.00
429 - Instructional Supplies & Materials	4,000.00			4,000.00
504 - Indirect Cost			1,433.00	1,433.00
524 - In-Service / Staff Development		6,521.00		6,521.00
725 - Special Education Equipment	1,000.00			1,000.00
Total	103,040.00	6,521.00	1,433.00	110,994.00
		Adjusted Allocation		110,994.00
		Remaining		0.00

Bid #3399
Art Supplies
Rocky Fork Elementary and Rockvale High School

Item #	Description	Bender-Burkot	Blick Art	Cascade School Supply	Lakeshore Learning	Mid-South Ceramic	Nasco	Sheffield Pottery
Rocky Fork Elementary								
1	Steel Flat File Cabinet (5-drawer) - Color: Tropic Sand	\$ 988.25					\$ 1,163.30	
2	Flat File Closed Base - 6"H - Color: Tropic Sand	\$ 217.25						
3	Steel Drying Rack on casters	\$ 601.00						
4	Cutting Board (24" x 30")				No Bids			
5	Light Box (12" x 18")	\$ 156.00			\$ 151.05			
6	Ball Bearing Compass (Box of 12)	\$ 4.70		\$ 4.35			\$ 6.72	
7	12" Rulers (set of 10)	\$ 9.60		\$ 3.62			\$ 2.90	
8	Fiskars Scissors for Kids Pointed	\$ 1.52		\$ 1.06	\$ 1.42		\$ 1.65	
9	Fiskars Scissors for Kids Blunt	\$ 1.66		\$ 0.72	\$ 1.42		\$ 1.65	
10	Scotch Magic Tape (1296" roll with 1"core)	\$ 1.87		\$ 1.80			\$ 1.66	
11	Masking Tape (60 yd. roll with 3" core, 1/2" width)	\$ 4.73		\$ 0.64			\$ 4.37	
12	Staples (Box of 3,000)	\$ 0.59		\$ 0.71			\$ 0.84	
13	Staple Gun Heavy Duty (Arrow T-50P)			\$ 28.45			\$ 21.19	
14	Staple Gun Staples (1/4" leg)						\$ 1.74	
15	Sharpies Fine Point (sold by dozen)	\$ 8.52		\$ 8.50			\$ 8.32	
16	Sharpies Ultra Fine (sold by dozen)	\$ 8.52		\$ 8.50			\$ 8.32	
17	Art Gum Erasers (box of 12)	\$ 3.76		\$ 4.12			\$ 3.09	
18	Pink Pearl Erasers (box of 36)	\$ 6.38		\$ 8.64			\$ 6.27	
19	Marks-A-Lot Perm. Markers (12-color set)	\$ 5.76					\$ 5.59	
20	Washable Markers-Classpack	\$ 58.96			\$ 75.99			
21	Elmer's School Glue Gallon	\$ 12.58		\$ 12.23	\$ 13.29		\$ 13.59	
22	Art Tissue Assorted - 20" x 30" sheets (480 per ream)	\$ 46.32		\$ 30.99			\$ 45.51	
23	Cray-pas Junior Artist Color Pack (432 piece set)	\$ 34.82		\$ 42.46			\$ 35.15	
24	Twisteez Craft Sculpture Wire - 30" (200 strand pack)	\$ 23.36		\$ 28.69			\$ 22.94	
25	Chenille Stems Assorted (pack of 100)	\$ 1.33		\$ 1.16	\$ 1.89		\$ 0.74	
26	Feathers Assorted (pack of 1000)	\$ 12.95			\$ 9.49		\$ 6.71	
27	Popsicle/Craft Sticks (box of 1000)	\$ 3.59		\$ 4.74	\$ 7.59		\$ 3.21	
28	Yarns Assorted (120-Yard Pull-Skeins)				No Bids			
29	Plastic Needles Large Eyed			\$ 1.40			\$ 0.78	
30	Glue Gun Dual Temperature	\$ 8.02		*\$2.82			\$ 6.73	
31	Glue Sticks for Dual Temp. Glue Gun (pack of 20)	\$ 4.73		*\$1.27			\$ 1.80	
32	2.5x Magnifier Set (set/12)				\$ 37.99			
33	Deluxe 8-gallon VersaTemp Kit				\$ 146.12			
34	Violet Versatemp (pint)	\$ 1.88		\$ 1.28	\$ 2.27			
35	Paint Palettes w/Cover (Plastic)	\$ 7.92		\$ 8.53			\$ 5.52	
36	Royal Round Brushes (set of 72 and 12 aprons)						\$ 48.75	
37	Silk Golden Taklon Brushes (set of 108)				No Bids			
38	Construction Paper - 12" X 18" (Assorted) (pack of 50)	\$ 3.30		\$ 1.65	\$ 2.18		\$ 3.54	
39	Sky Blue Construction Paper - 12" x 18" (pack of 50)	\$ 2.91		\$ 1.71	\$ 2.18		\$ 3.54	

Bid #3399
Art Supplies
Rocky Fork Elementary and Rockvale High School

Item #	Description	Bender-Burkot	Blick Art	Cascade School Supply	Lakeshore Learning	Mid-South Ceramic	Nasco	Sheffield Pottery
40	Holiday Green Construction Paper - 12" x 18"	\$ 3.30		\$ 1.71	\$ 2.18		\$ 3.54	
41	Red Construction Paper - 12" x 18" (pack of 50)	\$ 3.12		\$ 1.71	\$ 2.18		\$ 3.54	
42	Black Construction Paper - 12" x 18" (pack of 50)	\$ 3.12		\$ 1.71	\$ 2.18		\$ 3.54	
43	White Drawing Paper - 12"x18", 60lb. (500 sheets)	\$ 12.41		\$ 15.28	\$ 18.99			
44	Origami Paper (6 3/4 Sq.) (pack of 100)			\$ 4.48			\$ 2.42	
45	Drawing Chalk Set (144 classroom set)	\$ 26.76		\$ 16.10			\$ 27.24	
46	Mask Plastic Face Forms						\$ 0.89	
47	Plastic Water Cup (pack of 12)	\$ 2.35		\$ 2.72			\$ 1.91	
48	Bostitch Pencil Sharpener	\$ 26.90		\$ 22.35	\$ 94.53		\$ 35.06	
49	Colored Pencil Classroom Pack (pack of 250)	\$ 20.39		\$ 26.62	\$ 66.49		\$ 29.20	
50	Block Printing Ink (Black - 8oz. Jar)						\$ 4.55	
Rockvale High								
51	Amaco Kiln 3 Phase: EX-399SF With EZ-Lift, Max. Cone 8	\$ 3,326.55	\$ 3,791.00			\$ 4,695.00	\$ 3,357.38	
52	Furniture Kits-EXCEL Kilns	\$ 700.41	\$ 676.20			\$ 805.00	\$ 514.62	
53	Slab Roller: Minimight II, for Slabs up to 22"		\$ 540.00			\$ 785.00	\$ 460.69	
54	Kiln Wash, Moist		\$ 4.70	\$ 15.10		\$ 7.00		
55	Speedball Clay Boss Pottery Wheel	\$ 1,498.28	\$ 755.00			\$ 850.00	\$ 742.51	
56	Fixed Height Stool without Backrest, Black 18"	\$ 39.25	\$ 32.00	\$ 49.35	\$ 122.55	\$ 92.00		
57	Wire Clay Cutter XL		\$ 1.82	\$ 0.98		\$ 5.19	\$ 1.47	
58	Plastic Bucket with Lid		\$ 2.84			\$ 9.90		
59	Amaco Glaze 7-12 Class Pack No. 2, Set of 12	\$ 135.65	\$ 151.03			\$ 230.00	\$ 150.00	
60	Amaco Teacher's Palette Light Low Fire Glaze	\$ 100.47	\$ 113.74			\$ 172.00	\$ 117.80	
61	Mayco Fundamentals Underglaze Class Pack		\$ 113.74			\$ 190.00	\$ 115.71	
62	Amaco F-10 Lead-Free Clear Transparent Gallon		\$ 43.00	\$ 46.06		\$ 61.00	\$ 42.36	
63	Self-Supporting Cones, Cone 05, Box of 25		\$ 6.57	\$ 6.35		\$ 12.75	\$ 5.65	
64	Clay Modeling Tools, Set of 72		\$ 33.03			\$ 85.00	\$ 36.93	
65	Kemper Smooth Scraper Tool		\$ 1.44	\$ 0.96		\$ 4.19	\$ 0.63	
66	Wire End Clay Tool Set		\$ 3.26					
67	Designer Bottle with Writer Tip, Set of 3		\$ 4.23				\$ 3.70	
68	Royal Sponge Set		\$ 2.13					
69	Pottery Tool Kit	\$ 9.15	\$ 12.10	\$ 10.25		\$ 24.99		
70	A-Frame Studio Easel		\$ 137.15	\$ 204.04				
71	30"x40" Rack-It I with 40 Shelves Drying Rack	\$ 1,512.82	\$ 1,550.00				\$ 1,558.30	
72	Plaster Cloth Rolls	\$ 44.86	\$ 44.86					
73	Instant Papier Maché	\$ 53.47	\$ 53.74	\$ 63.50				
74	Carving Foam 3" x 4" x 8"		\$ 1.60					
75	X-Acto #1 Knife Set	\$ 0.98	\$ 4.36	\$ 1.65				
76	X-Acto Pkg of 100 Blades, X-Life	\$ 8.87	\$ 24.78					
77	Elmer's Art Paste	\$ 2.50	\$ 2.83	\$ 2.48			\$ 2.44	

Bid #3399
Art Supplies
Rocky Fork Elementary and Rockvale High School

Item #	Description	Bender-Burkot	Blick Art	Cascade School Supply	Lakeshore Learning	Mid-South Ceramic	Nasco	Sheffield Pottery
78	Blick Aluminum Ruler 12"	\$ 0.89	\$ 1.50	\$ 1.09			\$ 1.10	
79	Blick Aluminum T-Square		\$ 13.88					
80	Dual-Temp Mini Gun	\$ 4.65	\$ 4.74	\$ 2.82				
81	Glue Sticks- 100 pack	\$ 8.78	\$ 4.61				\$ 3.67	
82	Elmer's Glue-All 7.63 oz	\$ 1.52	\$ 1.87	\$ 1.50	\$ 2.37		\$ 1.47	
83	Elmer's Glue-All Refill 128oz	\$ 12.79	\$ 14.09	\$ 13.00	\$ 13.29		\$ 15.04	
84	Mod Podge Gloss Finish		\$ 19.15				\$ 16.79	
85	Drawing Paper, 250 Sheets 24x36"		\$ 66.14					
86	Drawing Paper, 500 Sheets 18x24"	\$ 42.03	\$ 62.97	\$ 43.13				
87	Newsprint, 500 Sheet Ream 24x36"	\$ 27.43	\$ 34.83	\$ 26.82				
88	Pacon Tru-Ray Black 24" x 36" Qty 50		\$ 16.35					
89	Class Pack Assorted colors and sizes papers	\$ 86.53	\$ 109.17		\$ 102.40			
90	Scratch-Art Scratch Tool Pack		\$ 9.64	\$ 7.10			\$ 9.60	
91	Scratch-Art Scratch-Brite Gold and Silver Scratchboards	\$ 26.55	\$ 22.70	\$ 28.09			\$ 18.76	
92	Blick Student Water Color Paper 22" x 30"		^*\$0.40	\$ 46.81				
93	Blick Economy Golden Nylon Brushes and Sets		\$ 96.69					
94	Blick Scholastic Short Handle Wonder White Round		\$ 80.91					
95	Blick Bamboo Brush		\$ 4.24					
96	Yasutomo Japanese Rice Paper Sheets 500qty		\$ 29.20				\$ 35.40	
97	Blick Liquid Watercolors	\$ 20.78	\$ 20.42	\$ 32.87			\$ 22.92	
98	Blick Liquid Watercolors Black		\$ 1.95	\$ 3.08			\$ 1.95	
99	Prang Washable Watercolor Pan Sets	\$ 77.43	\$ 70.43	\$ 74.41			\$ 90.12	
100	Blick Acrylic 6-Pack Mixing Color Set		\$ 19.41				\$ 21.41	
101	Blick Half Gallon Acrylic White	\$ 12.44	\$ 10.75	\$ 17.08			\$ 10.52	
102	Blick Half Gallon Acrylic Mars Black	\$ 12.44	\$ 10.75				\$ 10.52	
103	Blick Half Gallon Acrylic Primary Blue		\$ 10.75				\$ 10.52	
104	Blick Half Gallon Acrylic Primary Yellow		\$ 10.75				\$ 10.52	
105	Blick Half Gallon Acrylic Bright Red		\$ 10.75				\$ 10.52	
106	Spectra Deluxe Bleeding Art Tissue	\$ 7.16	\$ 9.50	\$ 8.61	\$ 13.29		\$ 7.70	
107	Pacon Tru-Ray Construction Paper	\$ 8.79	\$ 10.57	\$ 20.70			\$ 9.71	
108	Art Gum Eraser, Box of 24	\$ 3.59	\$ 4.15	\$ 4.12			\$ 3.09	
109	Prismacolor Magic Rub Eraser	\$ 6.00	\$ 6.72	\$ 5.90			\$ 5.77	
110	Classroom Master Pack, Set of 288	\$ 46.84	\$ 50.82	\$ 42.60	\$ 66.49		\$ 46.15	
111	Crayola Colored Pencils, Set of 100		\$ 16.12	\$ 17.71			\$ 14.14	
112	Crayola Super Tips Washable Markers, Set of 100	\$ 12.30	\$ 15.01	\$ 15.42				
113	1 Crayola Ultra-Clean Washable Markers Classpack	\$ 58.96	\$ 67.49	\$ 73.81	\$ 75.99		\$ 61.10	
114	Crayola Ultra-Clean Washable Markers Classpack Fine Line	\$ 63.50	\$ 71.11	\$ 76.75	*\$56.99		\$ 65.44	

Bid #3399
Art Supplies
Rocky Fork Elementary and Rockvale High School

Item #	Description	Bender-Burkot	Blick Art	Cascade School Supply	Lakeshore Learning	Mid-South Ceramic	Nasco	Sheffield Pottery
115	Crayola Regular Crayon Classpack of 832, with 64 Colors	\$ 45.16	\$ 54.05	\$ 56.90			\$ 48.33	
116	Sargent Art Artists' Oil Pastels, Class Pack of 432	\$ 30.18	\$ 33.99	\$ 35.68			\$ 30.70	
117	Alphacolor Soft Pastels 144 Pack		\$ 40.06	\$ 32.90			\$ 37.10	
118	Water-Soluble Block Printing Inks Black	\$ 5.65	\$ 9.92	\$ 15.95			\$ 8.52	
119	Water-Soluble Block Printing Inks Blue	\$ 5.65	\$ 9.92	\$ 13.67			\$ 8.52	
120	Water-Soluble Block Printing Inks Yellow	\$ 5.65	\$ 9.92	\$ 13.67			\$ 8.52	
121	Water-Soluble Block Printing Inks Magenta		\$ 9.92				\$ 8.52	
122	Water-Soluble Block printing Inks Silver		\$ 9.92				\$ 9.69	
123	Water-Soluble Bock Printing Ink White	\$ 5.65	\$ 9.92	\$ 14.36			\$ 8.52	
124	Deluxe Hard Rubber Brayer with Wire Frame	\$ 8.45	\$ 6.96	\$ 5.29			\$ 6.03	
125	Speedball Speedy Carve Blocks	\$ 2.15	\$ 1.93					
126	Blick Lino Cutter Set		\$ 4.35	\$ 9.00			\$ 7.44	
127	Pacon Card Stock Hyper 100 Sheets	\$ 9.43	\$ 10.05	\$ 10.21			\$ 7.89	
128	Pacon Card Stock Pastels 100 Sheets	\$ 8.86	\$ 10.05	\$ 16.04			\$ 7.53	
129	Economy Canvas Panels, Pkg of 24 8x10"	\$ 22.32	\$ 11.59				\$ 16.32	
130	Charcoal, Set of 12	\$ 3.63	\$ 2.87					
131	Kneaded Eraser	\$ 0.40	\$ 0.45	\$ 0.63			\$ 9.32	
132	Round 10-Well Tray with Cover	\$ 0.66	\$ 0.42	\$ 8.53			\$ 0.46	
133	CLC The Clay Lady's Clay c/06-04					\$ 628.00		**\$0.84
134	Classroom Select Adjustable Activity Table, Rectangle, 30 x 72 Inches			\$ 295.53	\$ 227.05			
135	Correll Rectangle Blow Molded Keyboard Height Computer Table, 72x30x36 in.	\$ 387.30						
136	Studio Designs Pneumatic Task Chair, Black	\$ 73.16		\$ 115.50				
137	School Smart 6-Hole Electric Sharpener, 7 x 4-1/2 x 7-3/8 Inches, Black/Silver	\$ 33.69		\$ 21.64				

Mailed to 20 vendors
13 vendors did not respond

*Not as specified

**Sheffield price is .42/lb, or \$42/50 lb box = total is \$840

^Blick Price per 1 sheet = .40; 100 sheets = \$40.

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

To be funded through Building Program and General Purpose Funds.

Bid #3400
P.E. Equipment
Rocky Fork Elementary and Rockvale High School

Item #	Description	AAE	Bigger Faster Stronger	Bill Fritz	Canon Sports	Gopher Sport	Korney Board Aids	Lakeshore Learning	Medco	M-F Athletics	Pyramid School	S & S Worldwide	US Games
1	Half Cones (6 color set)				\$ 19.00	\$ 40.45						\$ 1.59	\$ 3.88
2	Pinnies		\$ 2.39		\$ 24.90	\$ 4.45					\$ 1.69		\$ 1.74
3	Multi-Game Standards (24" Diameter) Heavy Duty					\$ 939.93							\$ 624.00
4	Volleyball Training Balls Oversized		\$ 11.95		\$ 16.75	\$ 16.15					\$ 8.29		\$ 7.58
5	Beachballs 24"		\$ 3.05		\$ 3.50						\$ 1.80	\$ 2.73	\$ 1.56
6	Rhinoskin Softi Balls, Medium 6.0" (set of 6)		\$ 59.70					*\$18.99			\$ 43.75	\$ 25.74	\$ 39.88
7	Nets 32' x 3' (2.6mm polyethylene twisted net)					\$ 49.45					\$ 23.95		\$ 15.87
8	Foam Safety Bats 27"				\$ 7.00	\$ 17.95		\$ 13.29			\$ 7.09	\$ 7.08	\$ 7.66
9	Paddles - Youth Size (set of 6)				*\$9.25						\$ 18.59		\$ 32.89
10	Whiffle Balls - Softball Size (set of 6)				\$ 6.00	\$ 8.95					\$ 3.49		\$ 3.83
11	Rhinoskin Super 90 Balls (3.5" dia., softball size)										\$ 2.80	\$ 13.60	\$ 2.39
12	Hockey Pucks (lightweight) (set of 6)					\$ 16.15						\$ 2.12	\$ 4.86
13	Throw Down Bases (non-slip)		\$ 33.15		\$ 15.50	\$ 18.85					\$ 5.99	\$ 5.58	\$ 5.93
14	Safety Hockey Sticks (Long 30")					\$ 8.95							
15	Hockey Sticks Plastic												\$ 8.18
16	Scooter Boards 12" (Cramer Connect-A-Scooter)		\$ 107.95			\$ 134.10							\$ 108.59
17	Soccerballs - Size 5 (set of 6)		\$ 54.00		\$ 3.82	\$ 62.95					\$ 25.35	\$ 20.35	\$ 24.38
18	Teddy Ball 4" (set of 6)					\$ 22.45		*\$12.34					
19	Parachute 30" Diameter with Handles & Bag		\$ 155.95			\$ 224.10					\$ 99.00	\$ 94.24	\$ 108.00
20	Parachute 24" Diameter with Handles & Bag		\$ 108.95			\$ 161.10					\$ 69.00	\$ 55.92	\$ 78.00
21	Basketballs - #6 Intermediate Size (set of 6)		\$ 47.70		\$ 26.88	\$ 62.05						\$ 22.97	\$ 23.58
22	Basketballs - #5 Junior Size (set of 6)		\$ 47.70		\$ 25.50	\$ 60.25							\$ 21.96
23	Playground Balls - 8.5" Diameter (set of 6)		\$ 33.59		\$ 17.22	\$ 35.95						\$ 16.92	\$ 16.87
24	Jump Ropes 7'		\$ 1.99		\$ 1.38		\$ 2.29	\$ 3.79			\$ 1.20	\$ 0.79	\$ 0.87
25	Hula Hoops 30" (set of 12)		\$ 47.40			\$ 58.45						\$ 26.13	\$ 40.66
26	Rhinoskin Balls - 8 1/4" Diameter (set of 6)		\$ 119.70								\$ 79.00	\$ 50.18	\$ 61.37
27	Stopwatches	\$ 23.00			\$ 19.00	\$ 8.95	\$ 9.99	\$ 7.59	\$ 9.87	\$ 17.50	\$ 4.00	\$ 3.49	\$ 4.83
28	Mesh Equipment Bags 30" x 40"				\$ 7.54		\$ 10.95				\$ 2.49		\$ 2.78
29	Roller Racers			\$ 77.00		\$ 112.50		*\$20.89				\$ 99.84	\$ 74.87
30	Folding Mats 4' x 8' (2" Thick) Four Sided					\$ 319.50		\$ 236.55				\$ 157.42	\$ 164.00
31	Batting Tees	\$ 28.00			\$ 35.00	\$ 26.95					\$ 15.99	\$ 13.73	\$ 13.19
32	Electric Pump (60 PSI gauge, 1/8 HP)		\$ 111.95		\$ 56.30		\$ 119.98	\$ 66.49			\$ 90.00	\$ 63.66	\$ 46.88
33	Spider Balls (2 1/4" diameter)					\$ 5.35							\$ 4.77
34	Intermediate Size Football (set of 6)				\$ 25.14	\$ 62.95						\$ 20.86	\$ 21.79
35	Bean Bags - 4" x 4" (set of 6)		\$ 4.60		\$ 14.75	\$ 7.15					\$ 5.34	\$ 6.40	\$ 2.79
36	Hula Hoop Foam Holders (box of 6)											\$ 18.50	\$ 20.54
37	Funnets - Goals with Nets, 3' x 4'												\$ 54.24
38	100 Foot Tug-o-War Rope					\$ 148.50					\$ 67.35	\$ 76.61	\$ 53.88
39	Weighted Bowling Pins (set of 10)					\$ 87.25					\$ 34.00	\$ 23.99	\$ 69.00
40	Lanyards - Black				\$ 3.59		\$ 1.50				\$ 0.32	\$ 0.26	\$ 0.27
41	Poly Spot Markers		\$ 26.28		\$ 24.00	\$ 19.35	\$ 4.95	\$ 47.49			\$ 1.49	\$ 10.06	\$ 9.88
42	Cones 18" (set of 6)		\$ 38.34		\$ 54.90	\$ 67.45	\$ 59.94			\$ 72.00		\$ 38.58	\$ 54.59

Bid #3400
P.E. Equipment
Rocky Fork Elementary and Rockvale High School

Item #	Description	AAE	Bigger Faster Stronger	Bill Fritz	Canon Sports	Gopher Sport	Korney Board Aids	Lakeshore Learning	Medco	M-F Athletics	Pyramid School	S & S Worldwide	US Games
43	Cones 28" (set of 6)					\$ 139.50							\$ 93.00
44	Foam Frisbees												\$ 1.59
45	Badminton Racquets/Birdies												\$ 4.77
46	Agility Ladders		\$ 62.95		\$ 29.75		\$ 48.99		\$ 36.11	\$ 70.00	\$ 19.85		\$ 15.66
47	Foam Balance Beams							\$ 170.05				\$ 106.67	\$ 41.28
48	low profile cones - sets of 6		\$ 4.89			\$ 31.45						\$ 10.44	\$ 11.46
49	pool noodles sets of 32					\$ 96.95			\$ 16.29				\$ 39.29
50	bean bags (set of 6)		\$ 5.39			\$ 12.55		\$ 7.59			\$ 5.34	\$ 6.40	\$ 2.79
51	softie toss balls, 6.25 inch					\$ 71.05					\$ 6.85		\$ 5.78
52	pedometers					\$ 348.23							
53	pedometers					\$ 678.03							
54	36" heavyweight cones - sets of 6					\$ 37.35						\$ 34.41	\$ 38.78
55	slow pitch softball bats					\$ 35.95							\$ 33.28
56	Rainbow TopSpot Vinyl Spots - Sets of 12 - 9' - Blue					\$ 49.45						\$ 10.80	
57	Rainbow Top Spot Vinyl Sports - Sets of 12 - 9" - Red					\$ 49.45						\$ 10.80	
58	Rainbow TopSpot Vinyl Spots - Sets of 12 - 9' - Green					\$ 49.45						\$ 10.80	
59	medicine ball - 2 - 4lb, 2 - 6lb, 2 10lb		\$ 195.95			24.20/29.05/ 38.75				22.00/30.00/ 42.00			\$ 17.88
60	RinkPro Floor hockey goals					\$ 610.13						\$ 230.12	
61	Indoor - Set Dom Elite Hockey Sets - 60"L					\$ 287.10							
62	Indoor Set DOM Elite Hockey Sets - 54"L					\$ 251.10							
63	Ultraft Medicine Ball Cart					\$ 484.03							
64	Magnus Ball Cart - Full-Size - indoor					\$ 231.83							
65	Stay-n-Play Indoor/Outdoor Bases - Set of 4 -white					\$ 58.15						\$ 22.32	\$ 20.66
66	UltraPlay Rubber Footballs - set of 6 (size 5)					\$ 87.25							\$ 23.88
67	StickPro - All-Velcro Flag Belt System - 12-player set (2 total) - Red					\$ 53.95							
68	StickPro - All-Velcro Flag Belt System - 12-player set (2 total) - Blue					\$ 53.95							
69	Pennies - 60 total 20 - blue, 20 - yellow, 20 - red)		\$ 2.39			\$ 4.45	\$ 3.00				\$ 1.59		\$ 2.63
70	Rainbow AirMaster Plastic Discs - Class Set of 48					\$ 148.50							\$ 42.24
71	ResisDent Balls - white set of 12					\$ 14.35						\$ 6.48	\$ 7.66
72	Screamin ClassicCoat Dodgeballs - Rainbow sets of 6 - 7" D		\$ 81.54			\$ 96.95					\$ 61.00	\$ 38.55	\$ 45.26
73	ClassicCoat Bounce Coated-Foam Balls 7" Diameter - Set of 6					\$ 152.10					\$ 68.00	\$ 38.55	\$ 64.24

Bid #3400
P.E. Equipment
Rocky Fork Elementary and Rockvale High School

Item #	Description	AAE	Bigger Faster Stronger	Bill Fritz	Canon Sports	Gopher Sport	Korney Board Aids	Lakeshore Learning	Medco	M-F Athletics	Pyramid School	S & S Worldwide	US Games
74	RallyNet Deluxe School/Recreation 32'x36" Volleyball Net					\$ 89.95						\$ 21.75	\$ 15.87
75	Rainbow PowerTac Volleyballs - Set of 6					\$ 87.25							
76	Volleyball Net keepers					\$ 296.10							\$ 122.47
77	Mikasa Volleyball Cart			\$ 120.00		\$ 148.50					\$ 98.00		\$ 51.18
78	Intentus Portable Game Volleyball Standards - Set of 3 - blue					\$ 1,424.93							
79	ClassPlus UltraNet Max Badminton Packs (Basic Pack - Blue)					\$ 1,357.03							
80	RacquetKing Badminton Storage Cart					\$ 338.53						\$ 211.75	\$ 108.00
81	Basketballs (set of 6)		\$ 47.70			\$ 121.50							
82	TRX Training System			\$ 249.00		\$ 179.10			\$ 187.46	\$ 190.00			\$ 178.00
83	kickball (3 sets of six)					\$ 67.85						\$ 24.49	
84	compact inflator					\$ 94.50		\$ 66.49			\$ 64.00	\$ 63.58	\$ 46.88
85	Set of 25 needles only					\$ 8.05							
86	QuickTurn Speed Jump Ropes - Set of 6 - 7'L		\$ 11.70			\$ 17.05		\$ 21.84					\$ 5.88
87	QuickTurn Speed Jump Ropes - Set of 6 - 8'L		\$ 12.90			\$ 17.95							\$ 6.37
88	QuickTurn Speed Jump Ropes - Set of 6 - 6'L					\$ 16.15							\$ 5.67
89	Magnus Jump Rope Rack					\$ 152.10							\$ 87.00
90	The Step					\$ 553.50				\$ 575.00			
91	ClassPlus EcoFit Workout Mat Packs					\$ 1,444.33							
92	Floor Hockey Pucks - sets of 6					\$ 16.15						\$ 2.12	\$ 4.86
93	Floor Hockey Balls - sets of 6					\$ 15.25							\$ 11.46
94	Might Mesh Bags - Blue					\$ 18.38					\$ 2.49	\$ 4.56	\$ 2.78
95	white foldable tables - 4x6												
96	foldable charis												

No Bids
No Bids

Mailed to 33 vendors
21 vendors did not respond

*Bid does not meet specifications

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

To be funded through Building Program and GPS for new schools.

**Bid #3401
General Music Equipment
Rocky Fork Elementary**

Item #	Description	Model		Alamo Music	Interstate Music	KMC Music	Lakeshore Learning	Miller Piano	Muisc is Elementary	Music & Arts	Peripole	Universal Melody	Wahington Music	West Music
1	Bells (Wrist) - Nylon Web	Hohner	V4009		\$ 4.90	\$ 7.00	\$ 3.79		\$ 2.02		\$ 12.71	\$ 5.36	\$ 4.60	\$ 3.36
2	Bells (Sleigh) - 13 Bell	Basic Beat	BB13		\$ 11.44	\$ 16.50			\$ 24.75			\$ 25.00	\$ 26.70	\$ 18.66
3	Resonator Bells	2 octave-chromatic	TB-150						\$ 125.95		\$ 365.15		\$ 150.10	\$ 162.31
4	Boomwhackers	8-note, C-Major Diatonic Set			\$ 18.74				\$ 18.00	\$ 19.29	\$ 27.90	\$ 22.74	\$ 26.95	\$ 18.27
5	Boomwhacker Caps	Octavators			\$ 7.04				\$ 8.55	\$ 7.17	\$ 15.90	\$ 9.60	\$ 16.50	\$ 6.39
6	Bongos - Matador	Latin Percussion	M201		\$ 140.90	*59.50			\$ 158.39	\$ 133.41	\$ 283.35	\$ 159.49	\$ 149.95	\$ 154.62
7	Cabasa - Mini (Afuche)	Latin Percussion	LP234BK		\$ 22.44	\$ 29.50			\$ 26.99	\$ 19.80	\$ 37.94	\$ 35.25	\$ 24.20	\$ 27.23
8	Cabasa - Full (Afuche)	Latin Percussion	LP234A		\$ 30.44	\$ 39.50			\$ 46.79	\$ 29.49	\$ 52.94	\$ 44.57	\$ 36.00	\$ 40.27
9	Traditional Cabasa	Latin Percussion	LP480		\$ 56.94				\$ 39.59	\$ 55.20		\$ 83.34	\$ 67.40	\$ 73.34
10	Claves	Basic Beat	BBCLG		\$ 3.14		\$ 3.79		\$ 4.27		\$ 24.45	\$ 15.00	\$ 12.65	\$ 27.90
11	Cowbell - 5" Black Beauty	Latin Percussion	LP204A		\$ 27.74	\$ 21.00			\$ 26.99	\$ 19.77		\$ 41.35	\$ 27.80	\$ 25.81
12	Hanging Cymbal	10" Silver-bronze	CYBB25		\$ 27.24									
13	Finger Cymbals	2" student	CYBMIZSTB		\$ 23.44	\$ 11.50	\$ 14.24		\$ 15.75		\$ 24.90		\$ 16.35	
14	Digital Piano	Yamaha	CLP280	\$ 2,899.00		*899.00		\$ 2,995.00						
15	Djembes	REMO			\$ 168.90	\$ 65.00			\$ 198.00		\$ 145.15		\$ 109.65	\$ 216.75
16	Hand Drum	16" Head	HARE851600	\$ 66.00	\$ 52.14	\$ 79.00			\$ 22.72		\$ 44.90	\$ 57.82		\$ 24.64
17	Hand Drum	14" Head	HARE851400	\$ 58.00	\$ 44.74	inc. above			\$ 20.25		\$ 38.90	\$ 56.60		\$ 21.91
18	Hand Drum	12" Head	HARE851200	\$ 51.50	\$ 39.94	inc. above			\$ 17.55		\$ 34.90	\$ 51.06		\$ 18.95
19	Hand Drum	10" Head	HARE851000	\$ 47.00	\$ 34.44	inc. above			\$ 12.55		\$ 30.95	\$ 46.65		\$ 15.17
20	Gathering Drum	REMO		\$ 99.00	\$ 75.90	\$ 69.00			\$ 135.00			\$ 95.08	\$ 121.55	\$ 79.93
21	African Slit Drums - 4 note	Grover	3554	\$ 115.00	\$ 59.24				\$ 33.25			\$ 72.14		\$ 94.35
22	African Talking Drum - with mallet	Latin Percussion	LP751	\$ 225.00		\$ 139.00			\$ 62.99		\$ 219.96	\$ 160.30		\$ 44.99
23	Spring Drum	REMO		\$ 35.00	\$ 23.24	\$ 8.00						\$ 11.63	\$ 23.85	\$ 20.27
24	Gankogui - medium	Ghana Gongokui	G732B	\$ 28.00	\$ 33.24				\$ 16.65		\$ 33.90			\$ 21.15
25	Alto Glockenspiels	Studio 49	GLSTAGD	\$ 250.00	\$ 182.54	\$ 95.00			\$ 199.75		\$ 195.50		\$ 183.45	\$ 199.75
26	Soprano Glockenspiels	Studio 49	GLSTSGD	\$ 239.00	\$ 166.90	\$ 85.00			\$ 182.75		\$ 168.21		\$ 167.85	\$ 182.75
27	Guiros (13" Fish Shape)	Basic Beat	BB2G	\$ 20.00	\$ 17.94	\$ 12.50	\$ 14.24		\$ 11.65		\$ 20.20	\$ 14.95	\$ 20.05	\$ 11.85
28	Guitar	Fender DG7 acoustic	FENDG7	\$ 129.00		*99.00								
29	Kongas	REMO		\$ 405.00	\$ 32.44	\$ 45.00			\$ 41.40				\$ 51.50	\$ 39.10
30	Maracas - Medium wood	Latin Percussion	CP287	\$ 25.00	\$ 22.44	\$ 19.50			\$ 9.85		\$ 24.71	\$ 18.33	\$ 15.95	\$ 11.01
31	Bass Metallophone	Sonor Primary Line	MEPRPGBM	\$ 938.00	\$ 841.90	\$ 599.00			\$ 981.75		\$ 1,359.70		\$ 928.15	\$ 924.00
32	Alto Metallophone	Sonor Primary Line	MEPRPAM	\$ 490.00	\$ 392.90	\$ 339.00			\$ 454.75		\$ 613.87		\$ 429.35	\$ 428.00
33	Soprano Metallophone	Sonor Primary Line	MEPRPSM	\$ 383.00	\$ 297.90	\$ 239.00			\$ 344.25		\$ 491.09		\$ 323.05	\$ 324.00
34	Ratchet	Rhythm Works	RHT50	\$ 36.00	\$ 26.44	\$ 24.50			\$ 29.65		\$ 38.31		\$ 47.60	\$ 28.01
35	Rhythm Sticks - 8" combo	Basic Beat	BB8	\$ 4.06	\$ 1.74	\$ 4.50	\$ 3.79		\$ 2.83			\$ 6.08		\$ 3.36

**Bid #3401
General Music Equipment
Rocky Fork Elementary**

Item #	Description	Model		Alamo Music	Interstate Music	KMC Music	Lakeshore Learning	Miller Piano	Muisc is Elementary	Music & Arts	Peripole	Universal Melody	Wahington Music	West Music
36	Sandblocks - Blue enamel	Hohner	S4200B		\$ 4.14				\$ 3.15				\$ 2.75	\$ 4.21
37	Slapstick - 18" hardwood	Basic Beat	BBS18		\$ 24.14	\$ 6.00			\$ 22.95		\$ 42.90	\$ 38.77	\$ 44.35	\$ 21.21
38	Step Bells - 8 note with mallet	1 octave	TR9011		\$ 30.94	\$ 99.50			\$ 31.45			\$ 37.98	\$ 39.65	\$ 33.96
39	Tambourines - 8" single	REMO	TA510870		\$ 18.74	\$ 25.00			\$ 14.85			\$ 25.24	\$ 23.35	\$ 16.16
40	Tambourines - 10" Double Rows	REMO	TA521070		\$ 24.34	\$ 35.00			\$ 21.15		\$ 29.95	\$ 36.74	\$ 32.80	\$ 21.72
41	Temple Blocks	open-ended w/stand	TEBL2000		\$ 279.90	\$ 149.00			\$ 149.35		\$ 326.95	\$ 333.94		\$ 158.21
42	Floor Toms	REMO		\$ 73.00	\$ 31.44	\$ 35.00			\$ 25.20		\$ 33.95		\$ 45.70	\$ 33.15
43	Triangle - 6" with striker and holder	Rhythm Works	TRG6		\$ 6.44	\$ 16.00	\$ 7.59		\$ 11.65		\$ 13.71			\$ 11.04
44	Tubano - 12" x 27"	REMO	TU1112	\$ 212.00	\$ 206.90	\$ 199.00			\$ 211.50	\$ 205.88		\$ 209.94	\$ 228.50	\$ 199.75
45	Tubano - 14" x 27"	REMO	TU1114	\$ 245.00	\$ 248.90	\$ 229.00			\$ 252.00	\$ 246.55		\$ 245.73	\$ 273.60	\$ 238.00
46	Vibra-slap (Wood)	Latin Percussion	LP208		\$ 35.24	\$ 19.50			\$ 44.99		\$ 57.94	\$ 49.48	\$ 39.60	\$ 43.62
47	Bass Xylophone	Sonor Primary Line	XYPRPGBX	\$ 950.00	\$ 823.90	\$ 599.00			\$ 960.50		\$ 1,359.70		\$ 903.65	\$ 904.00
48	Alto Xylophone	Sonor Primary Line	XYPRPAX	\$ 499.00	\$ 407.90	\$ 349.00			\$ 471.75		\$ 613.87		\$ 445.70	\$ 444.00
49	Soprano Xylophone	Sonor Primary Line	XYPRPSX		\$ 407.90	\$ 269.00			\$ 365.50		\$ 491.09		\$ 343.45	\$ 344.00
50	Ukuleles	Kala Waterman	Various Colors	\$ 21.00	\$ 50.24	\$ 29.00			\$ 26.95				\$ 37.00	\$ 33.99
51	Noise Cancelling Headphones (For				\$ 54.90									
52	Wireless Speakers (Large)			\$ 375.00	\$ 381.48									
54	White Board for Music													NO BIDS

Mailed to 41 vendors
30 vendors did not respond

*Bid did not meet specifications

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

To be funded through the Building Program, GP, and Individual Schools.

Bid # 3402
Semi-Annual Kitchen Hood Inspections

Item No.	Description	Advanced Facility Solutions	Johnson Controls	Koorsen Fire & Security	Pye Barker Fire & Safety	Servant Fire Protection
1	Semi-Annual Inspection (Cafeteria)	\$ 95.00	\$ 65.00	\$ 119.15	\$ 59.90	\$ 55.00
2	Semi-Annual Inspection (Culinary)	\$ 95.00	\$ 65.00	\$ 70.00	\$ 59.90	\$ 55.00
3	Hourly Rate for Repairs	\$ 50.00	\$ 65.00	\$ 75.00	\$ 74.90	\$ 60.00
4	Percentage Off Catalog for Parts	30%	35%	35%	31%	35%

Mailed to 18 vendors
 13 vendors did not respond

Recommend: Motion to award to Servant Fire Protection for lowest and best bid.

To be funded through School Nutrition, CTE, and Maintenance Departments

Bid #3403
Milk and Dairy Products

Item No.	Nutritionals Required	Items and Specifications	Unit of Measure	Size/ Count per Case	Murfreesboro Pure Milk Firm Unit Price
		MILK			
1	*	Skim Milk	1/2 PT	50 / 8oz	\$0.2290
2	*	Flavored Milk 1% Chocolate	1/2 PT	50 / 8oz	\$0.2470
3	*	Flavored Milk 1% Strawberry	1/2 PT	50 / 8oz	No Bid
4	*	Sweet Acidophilus 1% Fat	1/2 PT	50 / 8oz	\$0.2390
5	*	Milk whole Gal	GAL	4/1 gal	\$3.5000
9		Buttermilk	GAL	1-Apr	\$4.0500
10		1% Milk	GAL	4 / 1gal.	\$3.3000
		JUICE			MPM
12	*	Orange Juice 4oz 100% Juice	1/2 CUP	75/4oz.	\$0.155
13	*	Apple Juice 4oz 100% Juice	1/2 CUP	75/4oz.	\$0.155
		Dairy			
15		Cottage Cheese 1%	5 LB	1	\$6.250
16		Sour Cream	5 LB	1	\$6.250

Mailed to 9 vendors
7 vendors did not respond

"No Bid" from Prairie Farms

Recommend: Motion to award to Murfreesboro Pure Milk for overall lowest and best bid.

To be funded through the School Nutrition Department

Bid #3404 - Ice Cream

Item No.	Item Description	Part #	Unit of Measure	Murfreesboro Pure Milk Unit Price	Purchase Unit	Case Cost
1	Crumbled Cookie Cone	630638	PKG	\$ 0.5300	24	\$ 12.72
2	Chocolate Shortcake	630636	PKG	\$ 0.4200	24	\$ 10.08
3	Strawberry Shortcake	630637	PKG	\$ 0.4200	24	\$ 10.08
4	Sour Swell Pop	630635	PKG	\$ 0.3100	24	\$ 7.44
5	Orange Polar Push-Up	630631	PKG	\$ 0.4700	24	\$ 11.28
6	Rainbow Polar Push-Up	630632	PKG	\$ 0.4700	24	\$ 11.28
7	Orange - N - Cream Bar	630633	PKG	\$ 0.3200	24	\$ 7.68
8	Cotton Candy Bar	630634	PKG	\$ 0.3100	24	\$ 7.44
9	Birthday Cake Cone	630640	PKG	\$ 0.5300	24	\$ 12.72
10	Mini Sandwich Ice Cream	630132	PKG	\$ 0.1900	24	\$ 4.56
11	Vanilla Cup 4 oz	630131	PKG	\$ 0.2800	24	\$ 6.72
12	Strawberry Cup 4 oz	630138	PKG	\$ 0.2800	24	\$ 6.72
13	Chocolate Cup 4 oz	630137	PKG	\$ 0.2800	24	\$ 6.72
14	NSA Vanilla Cup 4 oz	630130	PKG	\$ 0.3000	24	\$ 7.20
15	Ice Cream sandwich 3.5 oz	630171	PKG	\$ 0.2900	24	\$ 6.96
16	Fudge Bar 2.5oz	633370	PKG	\$ 0.2300	24	\$ 5.52
17	Cookies -n- cream Sandwich 4oz	633601	PKG	\$ 0.5000	20	\$ 10.00
18	Fudge Pop 1.75oz	590130	PKG	\$ 0.1900	24	\$ 4.56
19	NSA Fudge Pops 1.75oz	560139	PKG	\$ 0.2200	12	\$ 2.64

Mailed to 9 vendors
7 vendors did not respond

"No Bid" from Prairie Farms

Recommend: Motion to award to Murfreesboro Pure Milk for overall lowest and best bid.

To be funded through the School Nutrition Department

Bid #3405 - School Nutrition Group 1 - Food

ITEM NO.	Special Order Item	ITEMS AND SPECIFICATIONS	Units	Vendor	Ct/Size Per Case	Portion Size	Vendor Item Number	Brand	Product Code	Unit Price	Price Per Unit (Each, Pound, or Ounce)
BEEF											
1		Steak Salisbury Fla/Broiled Cn=2Mt 3oz Tyson, Hillshire 16-530-0 or PAE Sodium <450 Required Cn Label or Manufactured signed sheet.	case	IWC	114	3 oz	14903	Advance Pierre	16-530-0	\$50.04	\$ 0.45
2		Spaghetti Sauce with Meat-Reduced Sodium. Fully cooked blend of beef, sweetened spaghetti sauce, frozen in a boilable bag. 4.5oz serving equals 2oz M/MA. Required Cn Label or Manufactured signed sheet.. One serving provides 3/8 cup of vegetable credit. Reduced fat content CN labeled. Must conform to USDA Child Nutrition Program specifications Supply ≤10g fat, ≤5g saturated fat, 0g Trans Fat, ≤300 mg sodium, JTM or PAE 4.65 oz per serving	case	IWC	6	5.5 LB	15716	Advance Pierre	32433-330	\$61.70	\$ 0.48
3		Beef, Raw Ground 80/20 20#	case	IWC	2	10 LB	2749	Evans/Holten	12000	\$45.16	\$ 2.26
4		Beef, Meatloaf w/Cheese added. Topped with Ketchup. 2.90oz = 2oz m/ma Advance Pierre 68190 or PAE	case	IWC	100	2.9 OZ	14940	Advance Pierre	68190	\$77.10	\$ 0.77
5		Beef Patty Fla/Broiled Cn=2Mt 2.5oz patty Tyson, Hillshire or PAE Sodium <300 Required Cn Label or Manufactured signed sheet.	case	IWC	200	2.5 OZ	5214	Advance Pierre	3-155-5250	\$76.09	\$ 0.38
CHICKEN											
6		CHICKEN - FAJITA STRIPS, Fully Cooked, Unbreaded. Must conform to USDA Child Nutrition Program specifications. 3oz must meet 2 m/ma. Must Supply ≤ 15g fat, ≤ 2.5g saturated fat, 0g Trans Fat, ≤400 mg sodium. Approved Brand Goldkist code 1250 or PAE	case	IWC	195	2.47 OZ	19622	Gold Kist	1250	\$89.12	\$ 0.46
7		CHICKEN - FILET, Fully Cooked, Whole Grain Breaded, ALL WHITE MEAT, Whole Muscle or Whole Muscle Pieces, CN Label Must conform to USDA Child Nutrition Program specifications. 1 - 3.75 oz filet must meet 2 m/ma and 1 grain. 132 servings per case. Must Supply ≤ 10g fat, ≤ 2g saturated fat, 0g Trans Fat, ≤380 mg sodium. Approved Brand Tyson 70302-0928 or PAE	case	IWC	132	3.75 OZ	11415	Tyson	70302-928	\$97.70	\$ 0.74
8		CHICKEN - FILET, SPICY Fully Cooked, Whole Grain Breaded, ALL WHITE MEAT, Whole Muscle or Whole Muscle Pieces, CN Label Must conform to USDA Child Nutrition Program specifications. 1 - 3.75 oz filet must meet 2 m/ma and 1 grain. 132 servings per case. Must Supply ≤ 10g fat, ≤ 2g saturated fat, 0g Trans Fat, ≤500 mg sodium. Approved Brand Tyson 70312-0928 or PAE	case	IWC	132	3.75 OZ	11417	Tyson	70312 -0928	\$101.55	\$ 0.77
9		CHICKEN - Tenders, Fully Cooked, Whole Grain Breaded, ALL WHITE MEAT, Whole Muscle or Whole Muscle Pieces, CN Label Must conform to USDA Child Nutrition Program specifications. 3 (1.45oz) Tenders must meet 2 m/ma and 1 grain. 110 servings per case. Must Supply ≤ 11g fat, ≤ 2g saturated fat, 0g Trans Fat, ≤380 mg sodium. Approved Brand Goldkist or PAE	case	IWC	330	1.45 OZ	14475	Gold Kist	7572	\$79.65	\$ 79.65
10		CHICKEN - PATTY, BREAKFAST Fully Cooked Whole Grain, CN Label Must conform to USDA Child Nutrition Program specifications. 1 - 1.50 oz patty must meet 1 m/ma and 1/2 grain. Must Supply ≤ 10g fat, ≤ 2g saturated fat, 0g Trans Fat, ≤380 mg sodium. Approved Brand Goldkist code 635300 or PAE	case	IWC	294	1.63 OZ	15235	Gold Kist	635300	\$58.16	\$ 0.20
11		CHICKEN - Ring Thing Chicken, Fully Cooked, Whole Grain Breaded. CN Label MUST conform to USDA Child Nutrition Program specifications. 5 (.695oz) = 3.475oz serving. Must meet 2m/ma and 1 grain. 136 servings per case. Approved Brand Goldkist code 499180 or PAE	case	IWC	1	30 LB	14657	Gold Kist	499180	\$72.13	\$ 2.40
12		CHICKEN - Italian Style Meatballs, CN Labeled. 5 (.53oz) = 2.65oz serving. Must conform to USDA Child Nutrition Program specifications 5 pieces = must meet 2 m/ma . 181 servings per case. Approved Brand Goldkist code 6410 PAE	case	IWC	1	30 LB	14656	Gold Kist	6410	\$104.88	\$ 3.50
13		CHICKEN - Drumsticks - Fully Cooked. CN Label MUST conform to USDA Child Nutrition Program specifications. 4.4oz serving. Must meet 2m/ma and .75g. 92 servings per case. Approved Brand Tyson code 666010.	case	IWC	92	3.88 OZ	14443	Tyson	666010-928	\$83.42	\$ 0.91
14		CHICKEN - Chicken Taco Meat - Fully Cooked. Boil in bag. CN Label MUST conform to USDA Child Nutrition Program specifications. 3oz serving = 2oz m/ma. 106 servings per case. Approved Tyson code 19957-0328.	case	IWC	1	20.12 LB	4813	Tyson	19957-328	\$52.53	\$ 2.91
15		CHICKEN - Chicken Smackers - Dark Meat, Fully Cooked, Whole Grain Breaded, CN Label MUST conform to USDA Child Nutrition Program specifications. 10 (.43oz) = 4.30oz servings. Must meet 2m/ma and 1 grain. 108 servings per case. Approved Brand Goldkist code 110452 or PAE.	case	IWC	1	30 LB	14640	Gold Kist	110452	\$74.13	\$ 2.51

Bid #3405 - School Nutrition Group 1 - Food

ITEM NO.	Special Order Item	ITEMS AND SPECIFICATIONS	Units	Vendor	Ct/Size Per Case	Portion Size	Vendor Item Number	Brand	Product Code	Unit Price	Price Per Unit (Each, Pound, or Ounce)
16		CHICKEN - BREAST BITES Chicken, Fully Cooked, Whole Grain Breadcrd, CN Label Must conform to USDA Child Nutrition Program specifications. 5 (.75 oz) Bites must meet 2 m/ma and 1 grain. 128 servings per case. Must Supply ≤ 14g fat, ≤ 2.5g saturated fat, 0g Trans Fat, ≤420 mg sodium. Approved Brand Goldkist code 7518 or PAE	case	IWC	640	.75 OZ	14483	Gold Kist	7518	\$98.93	\$ 0.15
FISH											
17		Fish, AK Pollock & Cheese Rectangles WG, 3.6oz servings = 2m/ma and 1.25g, CN Label, HighLiner code 53998 or PAE	case	IWC	1	20 LB	16146	High Liner	53998	\$57.16	\$ 2.86
PORK											
18		Pork, Ham - Pre-Sliced, 6/2lb, 2oz serving = 1.25oz m/ma Kentuckian Gold Sliced Smoked Ham or PAE.	case	IWC	6	2 LB	10107	Kentuckian Gold	5940	\$39.43	\$ 3.29
19		Pork, Pulled - whole muscle, pulled, pure, no extender. Hand pulled from shoulder meat and hams or Boston butt. Not chopped or shredded, semi-dry. 40# packs. CN labeled to provide 2oz. Meat/meat alternate. Approved Brand Nicks code 23451 or pre-approved equal 2.66oz serving = 2m/ma 20# Box commercial	case	IWC	4	5 LB	10354	Nicks Famous	24351Fzn	\$82.42	\$ 4.12
TURKEY											
20		Turkey Breast, Pre-Sliced 6/2lb, 2/3oz Kentuckian Gold or PAE	case	IWC	6	2 LB	10108	Kentuckian Gold	5930	\$47.87	\$ 3.99
PIZZA & MISCELLANEOUS ITEMS											
21		Bread Stick Stuffed Mozz CN Label = 2 Bread & 1Meat/ Meat Alt., Bosco or pre-approved equal. 2.023oz serving = 2g and 1m/ma. 144 servings per case.	case	IWC	144	2.14Oz	12000	Bosco	702011	\$47.58	\$ 0.33
22		Burrito, Beef and Bean - CN label must meet 2 meat/meat alternate. State price per portion and case. bulk pack	case	IWC	48	5.2Oz	5757	Los Cabos	63540	\$34.71	\$ 0.72
23		Pizza, Stuffed Crust Cheese Pizza Wedge 72/4.84oz. Gilardi #12407 or pre-approved equal. CN labeled meets 2 bread and 2 meat/meat alternate.	case	IWC	72	4.87 Oz	5090	Gilardi	12407	\$39.05	\$ 0.54
24		Pizza, Reduced Fat Pepperoni Stuffed Crust Pizza Wedge, 72/4.87oz Gilardi #12408 or Pre-approved equal. CN labeled meets 2 bread and 2 meat/meat alternate.	case	IWC	72	4.87 Oz	5083	Gilardi	12408	\$40.11	\$ 0.56
25		Quesadilla -Cheese 48/5oz, CN Label 2 Meat/1 Bread Gilardi's #12531or Pre-approved equal	case	IWC	48	5 Oz	5117	Gilardi	12531	\$28.00	\$ 0.58
26		Quesadilla -Chicken 48/5oz, CN Label 2 Meat/1 Bread Gilardi's #12532 or Pre-approved equal	case	IWC	48	5 Oz	5121	Gilardi	12532	\$31.89	\$ 0.66
27		Smuckers PB&J Whole Grain bread Grape, peanut butter and grape jelly sandwich frozen, individually wrapped, to provide 1.0 equivalent meat/meat alternate and 1 1-25 servings of grain/bread, Smuckers 6611 or pre-approved equal 1 m/ma & 1 grain eq.	case	IWC	72	2.6 Oz	28881	Smuckers	6960	\$38.93	\$ 0.54
HOT DOGS & CORN DOGS											
29		Wieners, 8-1 6" – frozen, beef and pork low sodium. CN label 6" standard 10#	case	IWC	1	10 LB	14726	Field	05626/0205	\$18.37	\$ 1.84
30		Wieners, Corn dog, Bite Size Corn Dogs WG turkey dog 240 ct 10#, CN Label .67oz, 6 each Approved House of Raeford #20420	case	IWC	240	.67 oz	4880	House Of Raefor	20420	\$18.13	\$ 0.08
31		Egg Patty - Pre-cooked Scrambled CN label 1=1m/ma Michael Foods = 1.5 MT 1.25 oz = 1 m/ma	case	IWC	300	1.25 Oz	3747	Michael Foods	4602585017	\$47.89	\$ 0.16
DAIRY & CHEESE											
32		Cheese - Mozzarella String, Low Fat 96/1oz. = 1 MT	case	IWC	168	1 OZ	290	American/Upst	038275-Bid	\$32.52	\$ 0.19
33		Cheese, American Processed Slices Reduced Sodium and Low Fat 6/5lb, Schreiber Foods STK08552 or pre-approved equal REDUCED FAT	case	IWC	6	5 LB	11818	Schr/Bong	10135-1	\$64.95	\$ 2.17
34		Cheese, Breadcrd Mozzarella Sticks - 4/5.445lb, Oven Ready Reduced Sodium, CN label, High Liner Foods #G1042DF or pre-approved equal CN5	case	IWC	4	5.45 LB	13356	Fishery Product	G1042df	\$50.38	\$ 2.31
35		Cheese Parmesan Pkg 49000 200 /3.5gm	case	IWC	200	3.5 GRM	2640	N Joy/Rest Prid	49117	\$12.75	\$ 0.06
36		Cheese, Parmesan - Grated 4/5lb	case	IWC	4	5 LB	361	Orefresco	78765	\$73.01	\$ 3.65
37		Cheese Sauce Alfredo Red/Fat 1.83=1Mt	case	IWC	6	5 LB	7112	Jtm	5722	\$51.92	\$ 1.73
38		Cheese, Shredded Mozzarella - 4/5# shredded. Low Fat State price per portion and case	case	IWC	4	5 LB	347	Sc/Rp	1.00482E+13	\$48.87	\$ 2.44
39		Sour Cream, Low Fat, Individual pkg - 100ct 1oz State price per case	case	IWC	100	1 OZ	7048	Land O Lakes	64407	\$14.88	\$ 0.15
40		Butter Solid Unsalted Aa Tff 36 / 1lb	case	IWC	36	1 LB	5344	Cloverdale	12661	\$102.57	\$ 2.85

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ITEM NO.	Special Order Item	ITEMS AND SPECIFICATIONS	Units	Vendor	Ct/Size Per Case	Portion Size	Vendor Item Number	Brand	Product Code	Unit Price	Price Per Unit (Each, Pound, or Ounce)
41		Yogurt, Parfait - Vanilla LF Yogurt, 6/64oz, Yoplait or pre-approved equal	case	IWC	6	64 OZ	189	Yoplait	16632	\$25.27	\$ 0.07
BREAKFAST ITEMS											
42		Cereal, Individual, Apple Jacks or pre-approved equal Reduced Sugar, All cereals to be fortified with Vitamin B, 96 ct. WG	case	IWC	96	1 OZ	11108	Kelloggs	3800078787	\$21.83	\$ 0.23
43		Cereal, Individual, Cheerios or pre-approved equal, All cereals to be fortified with Vitamin B, 96 ct. WG	case	IWC	96	1 OZ	11106	General Mills	32262	\$21.36	\$ 0.22
44		Cereal, Individual, Cocoa Puffs or pre-approved equal Reduced Sugar, All cereals to be fortified with Vitamin B, 96 ct. WG	case	IWC	96	1.063 OZ	11101	General Mills	31888	\$21.36	\$ 0.22
45		Cereal, Individual, Corn Pops or pre-approved equal, All cereals to be fortified with Vitamin B, 96ct	case	IWC	96	.625 OZ	197	General Mills	11942	\$21.36	\$ 0.22
46		Cereal, Individual, Golden Grahams, or pre-approved equal All cereals to be fortified with Vitamin B, 96ct WG	case	IWC	96	1 OZ	174	General Mills	11943	\$21.36	\$ 0.22
47		Cereal, Individual, Honeynut Cheerios, or pre-approved equal All cereals to be fortified with Vitamin B, 96 ct. WG	case	IWC	96	1 OZ	175	General Mills	11918	\$21.36	\$ 0.22
48		Cereal, Individual, Rice Chex, or pre-approved equal All cereals to be fortified with Vitamin B, 96 ct.Glutin Free	case	IWC	96	1 OZ	11107	General Mills	31921	\$21.36	\$ 0.22
49		Cereal, Individual, Kellogg's Frosted Flakes Reduced Sugar, 96 ct. WG	case	IWC	96	1 OZ	139	Kelloggs	3800054998	\$21.83	\$ 0.23
50		Cereal, Individual, Lucky Charms or pre-approved equal, All cereals to be fortified with Vitamin B, 96 ct. WG	case	IWC	96	1 OZ	11103	General Mills	31917	\$21.36	\$ 0.22
51		Cereal, Individual, Raisin Bran or pre-approved equal, All cereals to be fortified with Vitamin B, Individual 96ct WG	case	IWC	96	1.25 OZ	167	Kelloggs	3800000896	\$21.83	\$ 0.23
52		Cereal, Individual, Special K or pre-approved equal, All cereals to be fortified with Vitamin B, 96 ct.	case	IWC	96	.63 oz	172	Kelloggs	3800001696	\$26.15	\$ 0.27
53		Cereal, Individual, Trix Reduced Sugar, or pre-approved equal All cereals to be fortified with	case	IWC	96	1 OZ	11105	General Mills	31922	\$21.36	\$ 0.22
54		Cereal, Rice Krunchies, Bulk fortified with Vitamin B and Iron, 4/27oz. State price per case 4/32 oz	case	IWC	4	32 OZ	11525	Malt O Meal	90528	\$13.81	\$ 0.11
55		Cinnamon, Mini Cinnis - Must equal 2 breads, Pillsbury Mini Cinnis 100-18000-33686-9 or pre approved equal. WG	case	IWC	72	2.29 OZ	2676	Pillsbury	33686	\$31.10	\$ 0.43
56		French Toast Sticks w/Cinnamon - Frozen CN labeled 2.90oz serving(3 @ .967oz each) = 1m/ma and 1/g Michael Foods or pre-approved 85 serving per case	case	IWC	255	.97 OZ	14331	Michael Foods	75012	\$35.18	\$ 0.14
57		Sausage, Turkey & Pork, & Whole Grain Pancake on a Stick 60/ 2.51oz price per portion & case, CN Label, Tyson, State Farm or pre-approved equal. 1 OZ MT & 1 BD	case	IWC	60	2.51 OZ	14835	Jimmy Dean	19010	\$20.86	\$ 0.35
58		Pancakes , Individually wrapped, WG, 3.03oz 72ct per case = 2G. EGGO or Pillsbury or PAE State portion and case price Maple and Blueberry Flavor	case	IWC	72	3.03 oz 3.03 oz	11111/ 11112/	Eggo - Maple Eggo - Blueberry	3800092562/ 3800092560	\$26.70	\$ 0.37
59		Pizza, Turkey Bacon Scramble - Tony's, 128/2.95oz = 1m/ma and 1.50g CN label	case	IWC	128	2.95 OZ	5374	Tonys	78353	\$49.83	\$ 0.39
60		Pizza, Breakfast Sausage & Cheese - 128/2.95oz CN label. Tony's, Gilardi or pre-approved equal. State price per portion and case. 2.95oz = 1m/ma and 1.5g 128/3.31 oz	case	IWC	128	3.31 OZ	8995	Tonys	63912	\$44.85	\$ 0.35
61		Pork, Sausage Patty - 2 oz. portions Whole hog patty made from hams, loins, and sides, State case price & portion, = .75oz m/ma	case	IWC	48	2 OZ	10563	William Sausage	99011Wsj	\$15.49	\$ 0.32
62		Strudel - Fruit Filled 16g WG, 0 trans fat, Pillsbury Frudel APPLE 18000-27852-4	case	IWC	72	2.29 OZ	2744	Pillsbury	27852	\$32.07	\$ 0.45
63		Strudel - Fruit Filled 16g WG, 0 trans fat, Pillsbury Frudel CHERRY 18000-27851-7	case	IWC	72	2.29 OZ	2734	Pillsbury	27851	\$32.42	\$ 0.45
64		Toaster Pastry, Variety Flavors, Whole Grain, Please list all varieties 72ct-1ct/cs Pop tart or pre-approved equal BROWN SUGAR CINNAMON	case	IWC	120	1.76 OZ	199	Kelloggs	3800055122	\$33.20	\$ 0.28
65		Toaster Pastry, Variety Flavors, Whole Grain, Please list all varieties 72ct-1ct/cs Pop tart or pre-approved equal FUDGE	case	IWC	120	1.76 OZ	16016	Kelloggs	3800012070	\$33.20	\$ 0.28
66		Toaster Pastry, Variety Flavors, Whole Grain, Please list all varieties 72ct-1ct/cs Pop tart or pre-approved equal STRAWBERRY Blueberry -13225	case	IWC	120	1.76 oz	200/ 13225	Kelloggs	3800055130/3800 017196	\$33.20	\$ 0.28
67		Waffle Homemade Ww lw 36/2.28oz 2G Ginny's 71885	case	IWC	36	2.28 OZ	11811	Ginny's	71885	\$18.68	\$ 0.52
BREAD/GRAIN ITEMS											
68		Biscuit, - Biscuit Dough Easy Split = 2 BD (Puck style no proofing)	case	IWC	240	2.2 Oz	19710	Richs	6063	\$28.07	\$ 0.12
69		Bread Stick, Whole Grain, New York brand, Garlic - 1 = 1 Bread, UPC#15021, 168/36GM	case	IWC	168	36 Gm	11607	New York	15021	\$19.50	\$ 0.12
70		Croissant, sliced - equals 2 breads	case	IWC	48	2.35Oz	29555	Sara Lee	41315	\$17.91	\$ 0.37
71		Dinner Roll - Specialty Bread Ma's Homestyle Rolls, WW, 31848, 72/2 oz roll =2G	case	IWC	72	2 Oz	8362	Specialty Bread	31848	\$11.59	\$ 0.16

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72		Flour Tortillas, non Whole Grain - 10" size, Must meet 1.50 bread.	case	IWC	144	10"	11272	La Banderita	2711	\$18.43	\$ 0.13
73		Granola Cereal - Bulk, 4/50oz, Fieldstone or pre-approved equal 1/4C = 1 BD	case	IWC	4	50 Oz	276	Fieldstone	9799	\$28.86	\$ 0.14
74		Roll Cinnamon Wg Iced 210/1.5oz Hadley Farm 1675	case	IWC	210	1.5 Oz	12457	Hadley Farms	1675	\$43.03	\$ 0.20
75		Bread Wheat 100% 18 SI Wg 1SI=1 Gr Flowers or Super Bakery 7671	case	IWC	8	28 Oz	17860	Super Bakery	7677	\$10.96	\$ 0.05
76		Bun Hamb Wg White 4" =2Gr Flowers or Super Bakery 7671	case	IWC	128	2 Oz	17858	Super Bakery	7671	\$21.00	\$ 0.16
77		Bun Hot Dog Wg 6" Flowers or Super Bakery 7675	case	IWC	144	2 Oz	17859	Super Bakery	7675	\$24.93	\$ 0.17
78		Bread Bowl - WG 2oz=2G 90 servings per case. Super Bakery 8676 or PAE	case	IWC	90	2 Oz	8015	Super Bakery	8676	\$27.64	\$ 0.31
79		Noodles - Macaroni Elbow 20# or pre-approved equal	case	IWC	2	10 Lb	2907	Rest Pride/Orf	4820017417	\$14.45	\$ 0.72
80		Noodles - Spaghetti Enriched 20# or pre-approved equal	case	IWC	2	10 Lb	2908	Rest Pride	4820017414	\$14.56	\$ 0.73
81		Taco Tortilla Chips, Individual equals 2 bread	case	IWC	64	1.45 Oz	10687	Frito Lay	30103	\$22.13	\$ 0.35
82		Taco Tortilla Chips, Individual equals 1 bread	case	IWC	104	.875 Oz	790	Tostitos	18792	\$29.51	\$ 0.28
		VEGETABLES									
83		Beans, Black - Low Sodium Black Beans Fancy, 6/10 can	case	IWC	6	10	17399	Ha/Rest Pride	10071	\$19.41	\$ 3.24
84		Beans, Green - Low Sodium US Grade A 3 Sieve Fancy Cut Blue Lake or pre-approved equal 6/10 can	case	IWC	6	10	7530	Rest Pride/L Si	3382822066	\$22.33	\$ 3.72
85		Beans, Northern White - Low Sodium US Grade A 6/10	case	IWC	6	10	17385	Rp/Bv	4820097449	\$19.42	\$ 3.24
86		Beans, Pinto - Low Sodium US Grade A 6/10	case	IWC	6	10	17390	Ha/Rest Pride	4820097438	\$17.30	\$ 2.88
87		Beans, Re-Fried 6/10	case	IWC	6	10	7429	Allen	3470035215	\$26.37	\$ 4.40
88		Broccoli, Spears, Grade A, Fancy 2# 12/2# State price per case.	case	IWC	12	2 LB	3315	lwc	55599	\$20.75	\$ 0.86
89		Carrots, Sliced - Grade A Fancy 20# State price per case	case	IWC	1	20 LB	3340	Rest Pride/Wood	4820027227	\$13.61	\$ 0.68
90		Corn, Whole Kernel - Yellow, grade A, Fancy 20# State case price. Super Sweet Hybrid not Jubilee, Simplot Simply Sweet or pre-approved equal	case	IWC	1	20 LB	3365	Simplot/Rest Pr	7117918709	\$20.49	\$ 1.02
91		Juice, Vegetable - 4.23fl oz = 1/2c other/additional vegetable 100% juice, No Sugar Added BRILLIANT BURST	case	IWC	40	4.23 oz	13295	Fruitables Plus	24020	\$8.00	\$ 0.20
92		Juice, Vegetable - 4.23fl oz = 1/2c other/additional vegetable 100% juice, No Sugar Added POWER PUNCH	case	IWC	40	4.23 oz	12056	Fruitables Plus	24024Tpf	\$8.00	\$ 0.20
93		Peas & Carrots - Grade A 60% peas, no less 40% carrots, Frozen, 30#, Simplot 10071179188551 or pre-approved equal.	case	IWC	1	20 Lb	3448	Rest Pride/Cr	4820027420	\$16.94	\$ 0.85
94		Peas, Green - Small Grade A Frozen, 20#	case	IWC	1	20 Lb	3442	Rest Pride/Simp	4820027440	\$19.10	\$ 0.96
95		Vegetable, Dutch Blend - IQF , Grade A broccoli cuts, cauliflower florets, and crinkle cut carrots 6/2# State price per case	case	IWC	1	20 Lb	3444	Rest Pride	4820027374	\$15.42	\$ 0.77
		POTATOES									
96		Potato, Fries, Infinity 1/2 -3/8" diameter 3" long, oven or deep fat preparation 6/5# Simplot 10071179036296 State price per case	case	IWC	6	5 Lb	13555	Simplot	7117903629	\$27.40	\$ 0.91
97		Potato, Lattice , Sweet Potato - 6/2.5# Simplot or pre-approved equal. State price per case. 10071179027829	case	IWC	6	2.5 Lb	13652	Simplot	7117902782	\$24.71	\$ 1.65
98		Potato, Real Mashed - Potatoes with Vitamin C 12/26oz Poly/paper Bag 22313 Excel or pre-approved equal	case	IWC	12	26 Oz	17921	Simplot	22770	\$52.82	\$ 0.17
99		Potato, Scalloped - dehydrated with cheese mix 5#	case	IWC	6	2.25 Lb	7753	Idahoan/Rp	40868 /881	\$49.83	\$ 3.69
100		Potato, Smiles Potatoes - McCain 624 CT 4=1/2C, 6/4LB	case	IWC	6	4 Lb	3621	Mccain	Oif03456	\$28.70	\$ 1.20
101		Potato, Spudster Butter Flavor 4/5lb	case	IWC	4	5 Lb	3561	Simplot	7117929902	\$24.02	\$ 1.20
102		Potato, Sweet Potatoes US Grade A solid pack wt. 106 oz. 6/10	case	IWC	6	10	7774	Rest Pride/Bruc	482004441	\$24.98	\$ 4.16
103		Potato, Tiny Triangles - 6/5# Grade A, Simplot 28301-0 pre-approved equal	case	IWC	6	5 Lb	3545	Simplot	7117928022	\$27.73	\$ 0.92
		FRUITS									
104		Applesauce - US Grade A sweet; net wt. 108 oz., packed in USA only 6/10	case	IWC	6	10	1433	Rp/Apple Leaf	8190Apl01	\$23.03	\$ 3.84
105		Fruit Cocktail - US Grade B light syrup; dry wt. 71 oz. Combination of diced peaches, pears, pineapple, whole seedless grapes and maraschino cherry halves 6/10, Light Syrup	case	IWC	6	10	1499	Rest Pride/Sf	4820047447	\$31.87	\$ 5.31
106		Fruit Juice GRAPE- 100% Fruit Juice 4 oz. Ardmore Farms or approved equal. Must carry the Florida Citrus Commission seal of approval. Pasterized	case	IWC	70	4 Oz	12008	Ardmore Farms	42301	\$9.47	\$ 0.14
107		Fruit Juice FRUIT PUNCH- 100% Fruit Juice 4 oz. Ardmore Farms or approved equal. Must carry the Florida Citrus Commission seal of approval. Pasterized	case	IWC	70	4 Oz	12012	Ardmore Farms	42304	\$8.65	\$ 0.12
108		Fruit Mix - US Grade B light syrup, dry wt. 64 oz. Combination of diced peaches, pears, pineapple, whole seedless grapes 6/10 Delmont or approved equal, Light Syrup in juice	case	IWC	6	10	1503	Rest Pride/Sf	4820052349	\$32.61	\$ 5.44

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109		Oranges, Mandarin - Canned 6/10, Light Syrup	case	IWC	6	10	1548	Rest Pride/Sunf	4820059537	\$31.06	\$ 5.18
110		Peaches, Sliced - US Grade A yellow cling,Light Syrup 6/10,	case	IWC	6	10	1526	Rpride/Duet	4820047543	\$33.33	\$ 5.56
111		Pear Diced Juice 6/#10	case	IWC	6	10	1546	Rest P/Sf/Harv	4820047625	\$30.60	\$ 5.10
112		Pineapple Tidbits - Dole or Del Monte or pre-approved equal Grade B 6/10, Light Syrup	case	IWC	6	10	1591	Marquis/Rest Pr	4820047746	\$23.60	\$ 3.93
113		Strawberries, Whole - Grade A California 30# IQF State price per case	case	IWC	1	30 Lb	3948	Anacapa	27702	\$39.99	\$ 1.33
114		Tropical Fruit 6/#10 cans Grade A, Tropical Mixed Fruit or pre-approved equal, Light Syrup	case	IWC	6	10	1502	Dole	4820072143	\$40.43	\$ 6.74
115		Juice Cup Mx Berry/Lemon Swl =1/2C 96/4oz Frozen	case	IWC	96	4 Oz	4013	J&J	23060025	\$29.29	\$ 4.88
116		Juice Cup Orange P/A&Cherryswrl Bev=1/2C 96/4oz Frozen	case	IWC	96	4 Oz	4115	J&J	23060020	\$29.62	\$ 4.94
COOKIES AND MUFFINS											
117		Frozen Cookie Dough, Chocolate Chip -Reduced Fat, 1.5oz NON Whole Grain Otis Spunkmeyer	case	IWC	214	1.5 Oz	14392	Otis Spunkmeyer	1367	\$43.35	\$ 0.20
118		Frozen Cookie Dough, Oatmeal Raisin -Reduced Fat, 1.5oz NON Whole Grain Otis Spunkmeyer	case	IWC	240	1.33 oz	3457	Otis Spunkmeyer	58803	\$43.82	\$ 0.18
119		Frozen Cookie Dough, Candy Rainbow -Reduced Fat, 1.5oz NON Whole Grain Otis Spunkmeyer	case	IWC	240	1.33 oz	14416	Otis Spunkmeyer	58808	\$43.35	\$ 0.18
120		Frozen Cookie Dough, Sugar Cookie -Reduced Fat, 1.5oz NON Whole Grain Otis Spunkmeyer	case	IWC	214	1.5 Oz	14395	Otis Spunkmeyer	1415	\$43.35	\$ 0.20
121		Frozen Cookie Dough, Chocolate Chip -Reduced Fat, 1oz NON Whole Grain Otis Spunkmeyer	case	IWC	320	1 Oz	10643	Oits Spunkmeyer	58100	\$25.38	\$ 0.08
122		Frozen Cookie Dough, Oatmeal Raisin -Reduced Fat, 1oz NON Whole Grain Otis Spunkmeyer	case	IWC	320	1 Oz	14389	Otis Spunkmeyer	58103	\$25.66	\$ 0.08
123		Frozen Cookie Dough, Candy Rainbow -Reduced Fat, 1oz NON Whole Grain Otis Spunkmeyer	case	IWC	320	1 Oz	58108	Otis Spunkmeyer	58108	\$26.24	\$ 0.08
124		Frozen Cookie Dough, Sugar Cookie -Reduced Fat, 1oz NON Whole Grain Otis Spunkmeyer	case	IWC	320	1 Oz	10642	Otis Spunkmeyer	58104	\$25.66	\$ 0.08
125		Muffins, Reduced Fat - Banana , 1.8oz Sara Lee or pre-approved equal. Must equal 1 bread for NSBP.	case	IWC	48	2 Oz	3964	Chef Pierre	8861	\$14.57	\$ 0.30
126		Muffins, Reduced Fat - Blueberry , 1.8oz Sara Lee or pre-approved equal. Must equal 1 bread for NSBP.	case	IWC	48	2 Oz	3971	Chef Pierre	8860	\$14.57	\$ 0.30
CONDIMENTS, SAUCES & GRAVIES											
127		Buffalo Hot Wing Sauce - 4/1 gallon, Texas Pete or pre-approved equal.	case	IWC	4	1 Gal	7017	Texas Pete	13	\$48.51	\$ 12.13
128		Ketchup Packets Indv. State price per portion and case	case	IWC	1000	9 Grm	76	Rest Pride	4820058484	\$15.10	\$ 0.02
129		Gravy Mix, Brown - complete mix add water only, Trio or Pioneer or Pre-Approved Equal	case	IWC	6	13Oz	19515	Pioneer	212646	\$25.11	\$ 0.32
130		Gravy, Chicken Gravy Mix complete mix add water only, with pepper, no chicken fat added Pioneer 6 1/2# or Pre-Approved Equal	case	IWC	6	14Oz	19510	Pioneer	212645	\$27.88	\$ 0.33
131		Gravy, Country Gravy Mix complete mix add water only, with pepper, no chicken fat added Pioneer 6 1/2# or pre-approved Equal	case	IWC	12	12Oz	19000	Conestoga	99484	\$16.35	\$ 0.11
132		Hot Sauce - Individual Packets 500ct State price per case	case	IWC	200	7 Gm	6921	Sauer	6317	\$6.04	\$ 0.03
133		Jelly Individual, Strawberry 200ct. State price per portion and case	case	IWC	200	1/2 Oz	2458	Heinz	78000748	\$14.09	\$ 0.07
134		Jelly Individual, Grape 200ct.Smuckers, Heinz or Kraft Brand or pre-approved equal State price per portion and case	case	IWC	200	1/2 Oz	2449	Heinz	78000747	\$11.51	\$ 0.06
135		Mayonnaise - Individual pkg. 500ct Low fat State price per portion and case REDUCED FAT REDUCED CALORIE	case	IWC	200	12 Grm	6881	Dukes	6346	\$11.80	\$ 0.06
136		Mustard Individual pkg 1000/1.5 oz. Heinz or Kraft or pre- approved equal, State price per portion and case.	case	IWC	500	5.5 Gm	3020	Rest Pride	59675	\$7.03	\$ 0.01
137		Pickles-Dill Chips 4/1 gal. State price per case	case	IWC	4	1 Gal	6653	Rest Pride	95168	\$20.29	\$ 5.07
138		Salsa, Chunky Mild Jug 6/ Half Gallon	case	IWC	4	1 Gal	6896	La Victoria	7808	\$41.31	\$ 10.33
139		Sauce, Barbecue - Individual pkg Heinz or Cattleman's or pre-approved equal 12 gr. 200 ct.	case	IWC	200	12 Gm	6952	Heinz	78000729	\$12.78	\$ 0.06
140		Sauce, Hot Ind 200/7gm	case	IWC	200	7 Gm	6921	Sauer	6317	\$6.04	\$ 0.03
141		Sauce Marinara Cup 100/1oz	case	IWC	100	1 Oz	7203	Sauer	6381	\$11.85	\$ 0.12
142		Sauce Marinara L/S 6/#10	case	IWC	6	10	17747	Red Pack	Rpkna9e	\$27.00	\$ 4.50
143		Sauce, Spaghetti Sauce Grade A 6/10	case	IWC	6	10	7204	Rest Pride	4820066176	\$21.92	\$ 3.65
144		Sauce, Taco Sauce - Ind. 500ct.	case	IWC	200	9 Gm	6962	Sauer	6508	\$4.59	\$ 0.02

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145		Sauce, Tartar - Low-Fat, Individual pkg. 200ct.9gr.State price per portion and case	case	IWC	200	12 Gm	6908	Sauer	6509	\$9.52	\$ 0.05
146		Sauce, Sloppy Joe Manwich - 6/10 can HUNTS or PAE	case	IWC	4	10#	7029	Hunts	2700044181	\$26.04	\$ 6.51
147		Syrup, Waffle/Pancake - Reduced Sugar 1oz/pkg	case	IWC	100	1 Oz	629	Ppi	92945	\$10.00	\$ 0.10
DRESSINGS											
148		Dressing, Cole Slaw - 4/1 GAL, Duke's or pre-approved equal	case	IWC	4	1 Gal	6897	Rest Pride	4820027130	\$30.34	\$ 7.59
149		Dressing, Honey Mustard 1oz/pkg No Diamond Crystal Brand	case	IWC	100	1 Oz	8865	Naturally Fresh	3570	\$10.23	\$ 0.10
150		Dressing, Ranch - 1oz/pkg No Diamond Crystal Brand	case	IWC	100	1 Oz	7225	Naturally Fresh	3460	\$10.81	\$ 0.11
SPICES, SEASONINGS, BAKING & MISC. PRODUCTS											
151		Chili Seasoning Mix 6/2oz Lawry's or pre-approved equal	case	IWC	6	5.7 Oz	7006	Lawrys	80526	\$21.05	\$ 0.62
152		Fajita Seasoning Mix 6/9 oz. Lawry's or pre-approved equal	case	IWC	6	8.9 Oz	7011	Lawrys	2150080091	\$25.70	\$ 0.48
153		Food Release spray 6ct 17oz	case	IWC	6	17 Oz	12175	Butter Buds	56217	\$23.45	\$ 0.23
154		Garlic Powder Ground 19 oz.	case	IWC	1	19 Oz	8318	Rest Pride	1816	\$7.64	\$ 0.40
155		Italian Seasonings 6.5oz.	case	IWC	1	6.5 Oz	8379	Rest Pride	1381	\$2.74	\$ 0.42
156		Onion - Powder 20 oz.	case	IWC	1	20 Oz	8319	Rest Pride	1820	\$5.18	\$ 0.26
157		Pepper, Black Ground 5#	case	IWC	1	5 Lb	8329	Rest Pride	937	\$40.23	\$ 8.05
158		Pepper, White Ground 5#	case	IWC	1	16 Oz	8322	Rest Pride	1231	\$13.56	\$ 0.85
159		Powdered Sugar - Domino Powdered Sugar Poly 10x, 12/2 LB	case	IWC	12	2 Lb	7275	Domino	400639	\$24.36	\$ 1.02
160		Salad Oil 100% Soybean for deep fryer 5 gal.	case	IWC	1	35 Lb	5333	Rest Pride	100087970	\$19.84	\$ 0.57
161		Sugar, white 25#.	case	IWC	1	25 Lb	7262	Domino	401450	\$15.56	\$ 0.62
162		Taco Seasoning Mix 6/ 9 oz.	case	IWC	6	6.6 Oz	6961	Foothill Farms	V413-D9190	\$10.72	\$ 0.27
163		Tea Bags institutional size 96/1oz	case	IWC	96	1 Oz	7325	Rest Pride Dep	101021	\$13.46	\$ 0.14
164		Tomato, Crushed US Grade B Juice Pack 6/#10 cans	case	IWC	6	10	7821	Rest Pride	4820066029	\$22.74	\$ 3.79
165		Tomato, Diced US Grade B Juice Pack 6/#10 cans	case	IWC	6	10	7818	Rest Pride	4820066041	\$17.27	\$ 2.88
166		Tomato, Paste US Grade A fine texture, heavy concentrate, 33% solid, wt. 114 oz. 6/10	case	IWC	6	10	7845	Rest Pride	4820066272	\$31.72	\$ 5.29
167		Tomato, Sauce - US Grade A wt. 106 oz. 6/10	case	IWC	6	10	7823	Rest Pride	4820066308	\$18.24	\$ 3.04
168		Vinegar, White 4/1 gal. State price per case	case	IWC	4	1 Gal	7855	Rest Pride Dep	Wdv120	\$8.30	\$ 1.38
A LA CARTE ITEMS											
169		Chips, Cheetos Baked 104/.875oz	case	IWC	104	.875 Oz	620	Frito Lay	62933	\$29.67	\$ 0.29
170		Chip Baked Lays Kc Masterpiece Bbq 60/.875oz	case	IWC	60	.875 Oz	671	Frito Lay	32078	\$17.12	\$ 0.29
171		Chip Baked Lays Original 60/.875oz	case	IWC	60	.875 Oz	667	Frito Lay	33625	\$17.12	\$ 0.29
172		Chip Baked Ruffles Ched & Sc 60/.875oz	case	IWC	60	.8 Oz	11392	Frito Lay	56882	\$17.12	\$ 0.29
173		Chip Cheetos Puffs Rf Original Wg 72/.7oz	case	IWC	72	.7 Oz	646	Frito Lay	21910	\$20.54	\$ 0.29
174		Chip Cheetos Puffs Rf Wg Flam Hot 72/.7oz	case	IWC	72	.7 Oz	661	Frito Lay	21912	\$20.54	\$ 0.29
175		Chips, Cheetos Baked Fantastix Snacks Chili Cheese- 104/1 oz	case	IWC	104	1 Oz	674	Frito Lay	36098	\$29.67	\$ 0.29
176		Chips, Cheetos Baked Fantastix Snacks Flamin' Hot- 104/1 oz	case	IWC	104	1 Oz	700	Frito Lay	43578	\$29.67	\$ 0.29
177		Chips, Cheetos Flamin' Hot Baked 104/.875oz.	case	IWC	104	.875 Oz	607	Frito Lay	62984	\$29.67	\$ 0.29
178		Chips, Doritos Flamas WG 72/1oz	case	IWC	72	1 Oz	11731	Frito Lay	62829	\$20.54	\$ 0.29
179		Chips, Doritos Tortilla Cool Ranch Reduced Fat 72/1oz.	case	IWC	72	1 Oz	668	Frito Lay	36096	\$20.54	\$ 0.29
180		Chips, Doritos Tortilla Cool Spicy Sweet Chili Reduced Fat 72/1oz.	case	IWC	72	1 Oz	693	Frito Lay	49093	\$20.54	\$ 0.29
181		Chips, Doritos Tortilla Cool Spicy Nacho Reduced Fat 72/1oz.	case	IWC	72	1 Oz	669	Frito Lay	31748	\$20.54	\$ 0.29
182		Chips, Frito Lay Doritos Nacho Cheese Reduced Fat - 72/1 oz	case	IWC	72	1 Oz	669	Frito Lay	31748	\$20.54	\$ 0.29
183		Chips, Frito Lay Baked Tostitos Scoops - 72/.875 oz	case	IWC	72	.875 Oz	687	Frito Lay	42537	\$19.52	\$ 0.27
184		Chips, Fritos Corn Chips Regular 104/1oz.	case	IWC	104	1 Oz	613	Frito Lay	32405	\$32.99	\$ 0.32
185		Chips, Funyuns 64/1.25oz	case	IWC	104	.75 Oz	12904	Funyuns	66689	\$29.67	\$ 0.29
186		Chips, Lays Baked 60/.875oz	case	IWC	60	.875 Oz	667	Frito Lay	33625	\$17.12	\$ 0.29
187		Chips, Lays Barbecue Potato Baked 60/.875oz	case	IWC	60	.875 Oz	671	Frito Lay	32078	\$17.12	\$ 0.29
188		Chips, Ruffles Cheddar Sour Cream Potato Baked 60/.875oz	case	IWC	60	.8 Oz	11392	Frito Lay	56882	\$17.12	\$ 0.29
189		Cookies, 100 calorie pack Chips Ahoy 72/.81oz	case	IWC	72	.81 Oz	551	Nabisco	937	\$23.06	\$ 0.32
190		Cookies, 100 calorie pack Oreos 72/.81oz	case	IWC	72	.81 Oz	524	Nabisco	938	\$23.31	\$ 0.32
191		Fruit Snacks, Mixed Fruit Reduced Sugar 96/.9oz	case	IWC	96	.9 Oz	508	Betty Crocker	11510	\$26.23	\$ 0.27
192		Marshmallow Crispy Square -1.6oz Goody Man or pre-approved equal	case	IWC	50	1.6 Oz	19802	Super Bakery	9432	\$21.40	\$ 0.43
193		Marshmallow Crispy Square, Cocoa - 80/1.3oz Kellogg's or pre-approved equal	case	IWC	80	1.3 oz	532	Kelloggs	3800026847	\$34.78	\$ 0.43
194		Donut Choc Iced Mini lw Wg 6Pk 72/3.3oz	case	IWC	72	3.3 Oz	17849	Super Bakery	7786	\$43.84	\$ 0.61
195		Donut Powdered Mini lw Wg 6Pk 72/3oz	case	IWC	72	3 Oz	17851	Super Bakery	7787	\$41.32	\$ 0.57
196		Pretzel King Size Soft 50/5oz	case	IWC	50	5 Oz	3250	J&J	3014	\$37.17	\$ 0.74

Bid #3405 - School Nutrition Group 1 - Food

ITEM NO.	Special Order Item	ITEMS AND SPECIFICATIONS	Units	Vendor	Ct/Size Per Case	Portion Size	Vendor Item Number	Brand	Product Code	Unit Price	Price Per Unit (Each, Pound, or Ounce)
197		Waffle Dutch Wg =2Ge 48/5in	case	IWC	48	5 In	13798	J&J	4521	\$26.63	\$ 0.55
		BEVERAGES									
198		Gatorade, G2, 12oz bottles or pre-approved equal, Fierce Grape	case	IWC	24	12 Oz	7908	Gatorade	12203	\$13.57	\$ 0.57
199		Gatorade, G2, 12oz bottles or pre-approved equal, Fruit Punch	case	IWC	24	12 Oz	11313	Gatorade	12002	\$13.57	\$ 0.57
200		Gatorade, G2, 12oz bottles or pre-approved equal, Glacier Freeze	case	IWC	24	12 Oz	2511	Gatorade	12007	\$13.57	\$ 0.57
201		Gatorade, G2, 12oz bottles or pre-approved equal, Orange	case	IWC	24	12 Oz	7910	Gatorade	12204	\$13.57	\$ 0.57
202		Gatorade, G2, 12oz bottles or pre-approved equal, Raspberry Cool Blue BERRY	case	IWC	24	12 Oz	2543	Gatorade	12236	\$13.57	\$ 0.57
203		Beverage Ice Punch All Stars Gatorade 12oz	case	IWC				Manufacturer disc.			
204		Beverage G2 Mix Berry Clear Lo Cal Gator 12oz	case	IWC	24	12 Oz	11311	Gatorade	13297	\$13.57	\$ 0.57
205		Watter, Bottled 8oz 100% Natural Spring Water	case	IWC	24	10 Oz	12330	Natures Crystal	580732	\$3.09	\$ 0.13
206		Watter, Bottled 16.9oz 100% Natural Spring Water	case	IWC	24	16.9 Oz	7899	Natcyrstl/Dasan	500665	\$3.20	\$ 0.13
207		Watter, Bottled 20oz 100% Natural Spring Water	case	IWC	24	20 Oz	7897	Natures Crystal	560318	\$5.45	\$ 0.23
208		Tea Sweet M59 Cal Bev Refr 12oz	case	IWC	25	12 Oz	12534	Milos	51600	\$13.60	\$ 0.54
209		Beverage Cherry Limeade Sparkling Ice 17oz	case	IWC	12	17 Oz	11455	Ice	Fg00066	\$9.62	\$ 0.80
210		Beverage Kiwi Strawberry Sparkling Ice 17oz	case	IWC	12	17 Oz	16020	Ice	Fg00018	\$9.62	\$ 0.80
211		Beverage Lemonade Sparkling Ice 17oz	case	IWC	12	17 Oz	16019	Ice	Fg00056	\$9.62	\$ 0.80
212		Beverage Orange Mango Sparkling Ice 17oz	case	IWC	12	17 Oz	11454	Ice	Fg00016	\$9.62	\$ 0.80
213		Juice Cherry Apple 100% Non-Carb Bev 8oz	case	IWC	24	8 Oz	12216	Envy	5002060	\$13.44	\$ 0.56
214		Juice Fruit Punch 100% Non-Carb Bev 8oz	case	IWC	24	8 Oz	12217	Envy	5002053	\$13.44	\$ 0.56
215		Mix Latte Caramel Island Oasis 12 / 1Lt	case	IWC	12	1 Ltr	12247	Barista Fria	603502	\$65.17	\$ 5.43
216		Mix Mocha Latte Island Oasis 12 / 1Lt	case	IWC	12	1 Ltr	12248	Barista Fria	604509	\$65.17	\$ 5.43

Mailed to 24 vendors

23 vendors did not respond

Recommend: Motion to award to IWC for overall lowest and best bid for Group 1 - Food.

To be funded through School Nutrition Department.

**RUTHERFORD COUNTY SCHOOLS
GROUP 2. PRODUCE BID #3405
COST PLUS FIXED FEE**

ITEM - SPECIFICATIONS	COUNT	UNIT TO BID	IWC BID AMOUNT	FIXED FEE	TOTAL UNIT COST	IWC TOTAL COST
Apple - Red Delicious/Gala - firm, crisp, well-colored 125/138	125 count	40 lb	\$ 21.90	\$3.86	\$ 25.76	\$ 25.76
Apple - Gala/Pink Lady 113/125/138 Fresh , firm crisp, well colored	125 count	40 lb	\$ 22.90	\$4.04	\$ 26.94	\$ 26.94
Bananas - Green Tip Dole/Chiq Fresh Regular, uniform length and ripeness. Mostly yellow with green tips, brightly colored, free from bruises, scars, discoloration	100-120 count	40 lb	\$ 13.50	\$2.38	\$ 15.88	\$ 15.88
Broccoli Florets - small flower with none opened to show bright yellow flower, should be dark or sage green	Varies	4 - 3lb	\$ 18.60	\$3.28	\$ 21.88	\$ 21.88
*Cantaloupe - firm, fresh melon, not overripe and free from blemishes or signs of decay USA	12	12 - 1 ct	\$ 21.00	\$3.71	\$ 24.71	\$ 24.71
Carrots - Baby - ready to serve, firm, crisp, good orange color USA Peeled, fresh	varies	6 - 5 lb	\$ 24.75	\$4.37	\$ 29.12	\$ 29.12
Carrots - Shredded - (4 - 5 lb bags per case)	varies	5 lb. bag	\$ 4.44	\$0.78	\$ 5.22	\$ 5.22
Carrots - Sticks (4- 5 lb bags per case)	Varies 3" length	20 lb	\$ 26.35	\$4.65	\$ 31.00	\$ 31.00
Celery Sticks - fresh crisp, solid, rigid with glossy surface, stalks should be light to medium green (4 - 5lb bags per case)	Varies 3" length	20 lb	\$ 39.90	\$5.00	\$ 44.90	\$ 44.90
Coleslaw Mix - mixture of chopped cabbage with some carrot - diced w/sep 1/4" carrots 1/8 resh	n/a	5 lb	\$ 3.13	\$0.55	\$ 3.68	\$ 3.68
Cucumbers - (medium, slicing type), firm, good green color, well developed and shaped	Varies 6" long	5 lb	\$ 1.80	\$0.32	\$ 2.12	\$ 2.12
Grapes, Green Seedless - firm, no decay, shelf life of one week without showing signs of decay	n/a	18 lb	\$ 31.50	\$3.12	\$ 34.62	\$ 34.62
Grapes, Red Seedless - firm, no decay, shelf life of one week without showing signs of decay	n/a	18 lb	\$ 25.50	\$4.50	\$ 30.00	\$ 30.00
Honeydew - firm, fresh melon, not overripe and free from blemishes or signs of decay	Individual	each	\$ 2.83	\$0.50	\$ 3.33	\$ 3.33
Lettuce, Romaine - Chopped, cleaned fresh, firm, round, solid with crisp green outer leaves with lighter green inner leaves USA Fresh	6 - 2 lb	12 lb	\$ 16.50	\$2.91	\$ 19.41	\$ 19.41
Lettuce, Romaine - cleaned fresh, firm, round, solid with crisp green outer elaves with lighter green inner leaves Liner USA	1	24ct	\$ 20.65	\$3.64	\$ 24.29	\$ 24.29
Lettuce, Green Leaf, fresh, firm, round, solid with crisp dark green outer leaves Liner USA Fresh	1	24ct	\$ 17.65	\$3.11	\$ 20.76	\$ 20.76
Lettuce, Shredded - iceberg type, 1/8" shred, fresh and in sealed bags	4-5 lb	20 lb	\$ 13.25	\$2.34	\$ 15.59	\$ 15.59
Onions Purple - Jumbo, mature round to oval. Approx. 2 1/2" in diameter. Mild in flavor, dry, hard and firm with small necks, covered with paper outer scales	31-38	5 lb	\$ 3.90	\$0.69	\$ 4.59	\$ 4.59
Oranges - firm, no decay, well formed with good color, reasonably smooth skin	138 (AZ & CA) 125 (FL & TX)	38 - 45 lb	\$ 15.98	\$2.82	\$ 18.80	\$ 18.80
Pears- Any Summer or Winter Variety (no Keiffer), firm, free from decay	100-125 count	46 lb	\$ 28.90	\$5.10	\$ 34.00	\$ 34.00
*Potatoes, White, Baking - Russet, firm flesh, free from decay, 50 # sack or carton	100 count	50 lb	\$ 13.50	\$2.38	\$ 15.88	\$ 15.88
Spinach (stemmed and washed) - curly leaf, green, crisp, tender leaves free from insects, blemishes, dirt and decay	10 oz bags	10 oz bags IWC pack size 2.5 lb	\$ 4.13	\$0.73	\$ 4.86	\$ 4.86
*Strawberries - rich red color, well shaped, smooth and firm, must be free from blemishes, cracks, green or sunburned areas, not overripe or bruised.	Varies	6lb IWC pack size 8#	\$ 15.50	\$2.74	\$ 18.24	\$ 18.24
*Tomatoes (5x6, 2 layer, stage 5 ripeness) - rich red color, well shaped, smooth and firm, must be free from blemishes, cracks, green or sunburned areas, not overripe or bruised.	Aprox 2.5 - 2.75" diameter	20 lb	\$ 15.00	\$2.65	\$ 17.65	\$ 17.65

ITEM - SPECIFICATIONS	COUNT	UNIT TO BID	IWC BID AMOUNT	FIXED FEE	TOTAL UNIT COST	IWC TOTAL COST
Tomatoes, Grape - Rich red color, well shaped, smooth and firm, approx 1" in diameter	12 pints	12 pints per flat	\$ 10.00	\$1.76	\$ 11.76	\$ 11.76
*Watermelon - Seedless, All Picnic types, minimum 13 lb	Individual	each	\$ 5.41	\$0.95	\$ 6.36	\$ 6.36

Mailed to 24 vendors
23 vendors did not respond

Recommend: Motion to award to IWC for overall lowest and best bid for Group 2 - Produce.

To be funded through School Nutrition Department.

Rutherford County Board of Education Bid #3405 for Group 4. Chemicals (Supplies and Cleaning Supplies)

ITEM #	ITEMS AND SPECIFICATIONS	Ct/Size Per Case	Brand	Product Code	IWC Unit Price/Each	IWC Case price
SUPPLIES						
1	Aprons, White Cotton Bib 34"Lx34"W	12 EACH	Nat'l Disc Text	1010	\$ 1.83	\$ 21.91
2	Aprons, Disposable, Plastic 24x42	10/100 CT	Royal Paper	Da2442	\$ 3.37	\$ 33.69
3	Gloves, Vinyl Powdered Extra Large	10/100 CT	Rest Pride	61978	\$ 2.37	\$ 23.68
4	Gloves, Vinyl Powderfree Large	10/100 CT	Rest Pride	78161	\$ 2.49	\$ 24.94
5	Gloves, Vinyl Powdered Medium	10/100 CT	Rest Pride	61953	\$ 2.39	\$ 23.94
6	Gloves, Vinyl Powderfree Small	10/100 CT	Rest Pride/Em	85524	\$ 2.47	\$ 24.67
7	Gloves, Plastic Large (1 box= 100 CT)	10/100 CT	Royal Paper	Rdpg-100L	\$ 0.50	\$ 5.01
8	Gloves, Plastic Medium (1 box = 100 CT)	10/100 CT	Royal Paper	Rdpg-100M	\$ 0.50	\$ 5.01
9	Gloves, Latex Large-Flock	1 PAIR	Royal Paper	Rhg144-L	\$ 0.68	\$ 0.68
10	Gloves, Latex Medium-Flock	1 PAIR	Royal Paper	RHG 144-M	\$ 0.68	\$ 0.68
CLEANING SUPPLIES						
11	Broom, Household 18#	12 EACH	Zephyr	32018	\$ 4.21	\$ 50.53
12	Broom, Angle Brooms-Heavy Duty	6 EACH	Zephyr	34088	\$ 5.32	\$ 31.91
13	Dust Pan, Lobby (36" Handle)	1 EACH	Rubbermaid	Rcp253100b	\$ 23.12	\$ 23.12
14	Mop Bucket 35 qt DUAL with Wringer (Blue)	1 EACH	Rubbermaid	Rcp758088y	\$ 86.12	\$ 86.12
15	Mop Handle, 62" Fiberglass Clamp	6 EACH	Zephyr	16489	\$ 8.52	\$ 51.10
16	Mophead, Tuf/Blend Blue Med 5" Band	12 EACH	Zephyr	28212	\$ 5.48	\$ 65.73
17	Mophead, Tuf/Blend Orange Med 5" Band	12 EACH	Zephyr	28222	\$ 5.54	\$ 66.47
18	Pan Handler Pad, w/ Strap 8.5" x 11"	1 PAIR	Nat'l Disc Text	911Bp	\$ 4.02	\$ 4.02
19	Scrubber, Stainless Steel	6/12 CT	Royal Paper	S730/6	\$ 3.67	\$ 22.04
20	Scrubber, Green Nylon Pad 6" x 9"	6/10 CT	Royal Paper	S960	\$ 1.83	\$ 10.99
21	Soap Scouring Pads, SOS/Brillo	12/15 CT	Clorox	88320	\$ 3.14	\$ 37.67
22	Sponge S/Steel Large 36gram	6/12 CT	Royal Paper	S730/6	\$ 3.67	\$ 22.04
23	Tissue, Bathroom 2 ply (Wrapped)	96/500 CT	General	Gen500	\$ 0.44	\$ 41.92
24	Towels, Roll Natural 8" x 350'	12 ROLLS	Morcon	Mor R12350	\$ 1.36	\$ 16.26
25	Towels, Center Pull- Natural (600')	6/600 FT	Morcon	Morc6600	\$ 3.41	\$ 20.44
26	Towels, Terry Cloth- White (Bar-Mop) 17" x 20"	12 CT	Nat'l Disc Text	1525225	\$ 0.83	\$ 10.00
27	Towels, Roll - Household 2 ply 30ct	30 ROLLS	Cascades	K085	\$ 0.67	\$ 20.16
28	Towels, Single-fold (S-Fold)- Natural	16/250 CT	Cascades	H165a	\$ 1.06	\$ 16.94
29	Towels, MultiFold- Natural	16/250 CT	Cascades/Gree	H175	\$ 0.93	\$ 14.93
30	Towels, Sanitizing -Quix-Green	6/24 CT	Chicopee	10043561	\$ 8.90	\$ 53.40
31	Towels, Terry Cloth Towels 15x25 White	1/12 CT	Nat'l Disc Text	1525225	\$ 0.83	\$ 10.00
32	Towels, Washcloth Cot Terry White 12x12	1 DOZEN	Nat'l Disc Text	Wc12128	\$ 2.73	\$ 2.73
CHEMICALS INCLUDING *DISH MACHINE PRODUCTS						
33	Bleach - Chlorine 6%	6/1 GALLON	Rest Pride/Kik	Kikbleach6	\$ 1.90	\$ 11.39
34	Bathroom Spray Aerosol	6/18 OZ	Quest	A-247	\$ 3.38	\$ 20.28
35	Bowl, Disinfectant Non Acid User	12/ 1 QT	Clearly Better	Cdis	\$ 1.94	\$ 23.22
36	Degreaser Cleaner Heavy Duty	4/1 GALLON	Performa Clean	694F	\$ 5.75	\$ 22.98
37	Delimer (Descaler) Heavy Duty F-186	2/1 GALLON	Performa Clean	410	\$ 8.32	\$ 16.64
38	Delimer, Performance Plus	2/1 GALLON	Performa Clean	410	\$ 8.32	\$ 16.64
39	Detergent Dish Manual Sunrise Aqua	1/5 GALLON	Intercon	870	\$ 50.02	\$ 50.02
40	Dishmachine Detergent (Multi Temp) F-527	1/5 GALLON	Performa Cl/Kc	702	\$ 40.02	\$ 40.02
41	Dishmachine Detergent - Hi-Temp Chlorinate	1/5 GALLON	Performa Clean	706	\$ 46.43	\$ 46.43
42	Dishwash, Liquid -Ultra Dawn 5gal	1/5 GALLON	Procter & Gam	680508	\$ 65.91	\$ 65.91
43	Dishwash, Liquid -Ultra Dawn 8/38oz	8/38 OZ	Procter & Gam	435714	\$ 4.33	\$ 34.66
44	Disinfectant, Ecosan #32 - Lemon	12/20 OZ	Claire	11073299	\$ 2.40	\$ 28.77
45	Disinfectant, Ecosan #32 Mint Fresh	12/20 OZ	Claire	11073313	\$ 2.82	\$ 33.80
46	Disinfectant, Champion Cleaner	12/18 OZ	Champion	Chp5155	\$ 2.45	\$ 29.36
47	Disinfectant, Foam Hospital Grade Germaway	6/18 OZ	Quest	A-247	\$ 3.38	\$ 20.28
48	Drying Agent (Rinse Aide) #F-670 All Temp	1/5 GALLON	Performa Clean	863	\$ 57.16	\$ 57.16
49	Sanitizer - Low Temp #F-660 (BU3 ONLY)	6/32 OZ	Clearly Better	Cdis	\$ 3.87	\$ 23.22
50	Floor Cleaner Neutral Daily for Wax Floor	4/1 GALLON	Intercon	840	\$ 5.69	\$ 22.77

ITEM #	ITEMS AND SPECIFICATIONS	Ct/Size Per Case	Brand	Product Code	IWC Unit Price/Each	IWC Case price
SUPPLIES						
1	Aprons, White Cotton Bib 34"Lx34"W	12 EACH	Nat'l Disc Text	1010	\$ 1.83	\$ 21.91
2	Aprons, Disposable, Plastic 24x42	10/100 CT	Royal Paper	Da2442	\$ 3.37	\$ 33.69
51	Cleaner - Spic & Span w/ Bleach-Powder	45/2.2 OZ	Procter & Gam	339479	\$ 0.64	\$ 28.61
52	Glass Cleaner, Non Ammonia	4/1 GALLON	Performa Clear	651	\$ 5.38	\$ 21.51
53	Hand Soap, Anti-Bacterial Sani-Suds Blue	4/1 GALLON	Intercon	940	\$ 6.63	\$ 26.51
54	Hand Soap, Pink Liquid	4/1 GALLON	Performa Clear	915	\$ 6.21	\$ 24.82
55	Laundry Detergent w/bleach - Procter Gamble Tide	2/144 OZ	Procter & Gam	565768	\$ 20.64	\$ 41.27
56	Laundry Powder - Econo Clean Lemon	1/50 LB	Performa Clear	168	\$ 36.99	\$ 36.99
57	Laundry Detergent - HE (High Efficiency Machines only)	4/100 OZ	Procter & Gam	8886	\$ 15.44	\$ 61.74
58	Odor Neutralizer-Fresh (Quart)	4/1 GALLON	Intercon	261	\$ 9.14	\$ 36.57
59	Oven Cleaner, Easy Off Fume Free	6/24 OZ	Reckitt Benckis	74017	\$ 5.54	\$ 33.24
60	Oven/Grill/Fryer Cleaner Industrial	4/1 GALLON	Performa Clear	784	\$ 6.76	\$ 27.02
61	Pine Cleaner, Pine Impact	4/1 GALLON	Performa Clear	279	\$ 6.29	\$ 25.17
62	Polish, Stainless Steel (green product)	6/1 QT	Performa Clear	394X	\$ 4.71	\$ 28.26
63	Sanitizer Dishmachine Lo Temp Green	1/5 GALLON	Intercon	204	\$ 30.73	\$ 30.73
64	Sanitizer Quaternary Tablets - Steramine	6/150 CT	Edwards	10783065	\$ 5.99	\$ 35.93
65	Sanitizer, Cleaner (Spray N Go)	6/32 OZ	Clearly Better	Cdis	\$ 3.87	\$ 23.22
66	Softener Water Salt Pellets	1/50 LB	Cargill	404574	\$ 9.76	\$ 9.76
67	Solvent Delimer Heavy Duty	2/1 GALLON	Performa Clear	410	\$ 8.32	\$ 16.64
68	Test Strips, Quat (100 CT)	1/100 CT	Precision Labs	106-12V100	\$ 4.31	\$ 4.31
69	Test Strips - Chlorine	1/100 CT	Precision Labs	145144V100	\$ 2.64	\$ 2.64

Mailed to 24 vendors
23 vendors did not respond

Recommend: Motion to award to IWC for overall lowest and best bid for Group 4 - Chemicals.

To be funded through School Nutrition Department.

Bid #3406
Used Textbooks

Company	Used Textbooks (Lump Sum Total)
Mark My Words LLC	\$ 6,543.22
Superior Text	\$ 22,700.00
Walrus Book Company	\$ 21,710.00

Mailed to 13 vendors
10 vendors did not respond

"No Bid" from Follett

Recommend: Motion to approve the sell of used books to Superior Text as the highest bidder shown.

Bid # 3408
24-30 Passenger Activity Bus
Rockvale High School

Company Name	24-30 Passenger Activity Bus	Make, Model, & Year
Mid-South Bus	\$ 66,000.00	Chevy/Collins, NexBus DE516, 2019 or newer

Mailed to 12 vendors
11 vendors did not respond

Recommend: Motion to award to Mid-South Bus Center for overall lowest and best bid.

To be funded through Building Program and Driver's Ed. Funds.

Bid #3409
Junior Theater Festival in Atlanta, GA
Oakland Middle School
(Travel Dates: 1/17/20 - 1/20/20)

Item #	Description	All About Group Travel	Bob Rogers Travel
1	Paying Passengers (40-45)	\$ 795.00	\$ 815.00
2	Paying Passengers (46-50)	\$ 775.00	\$ 765.00

Mailed to 8 vendors

6 vendors did not respond

Recommend: Motion to award to Bob Rogers Travel for overall lowest and best bid due to past number of students that travel have been 50 or more.

To be funded through Oakland Middle School.

Rutherford County Schools Calendar 2020-2021 (Proposed)

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	Registration Day (Abbreviated Day)*
Friday, August 7, 2020	In-Service Day 2
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 st nine weeks
Monday, October 5 – Friday, October 9, 2020	Fall Break (Days out of Calendar 2-6)
Thursday, October 15, 2020	1 st 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 nd 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 nd 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 rd nine weeks
Thursday, March 11, 2021	Early Dismissal (PLC Day) 3 hr 15 min for students
Thursday, March 11, 2021	3 rd 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 4th nine weeks

Wednesday, May 26, 2021

Last Day of School (Abbreviated Day)*

Wednesday, May 26, 2021

4th nine weeks Report Card delivery

Memorandum of Understanding between the Rutherford County Board of Education and the Professional Educators of Rutherford County

ARTICLE I: Recognition

Section 1.1 Date & Definition

- a. This Memorandum of Understanding is made and entered into this ____ of _____, 2019 between the Rutherford County Board of Education (the Board) and the Professional Educators of Rutherford County Schools (Professional Educators). The Management Team and the Rutherford Education Association have engaged in the process of collaborative conferencing pursuant to PECCA and have agreed to the language provided in this Memorandum of Understanding.
- b. This Memorandum of Understanding shall not be effective until presented to and approved by the Board.

Section 1.2 Association Recognition

- a. For the duration of this Memorandum of Understanding (MOU), the Board hereby recognizes the Rutherford Education Association, (the "Association"), as the exclusive designee for educator participants in collaborative conferencing pursuant to the terms of the Professional Educators Collaborative Conferencing Act of 2011 (PECCA), TCA § 49-5-601, *et seq.*
- b. As the exclusive designee, the Association shall have the right to communicate information with professional educators through electronic and other means in the interest of public education.

ARTICLE II: Management Rights

Section 2.1 Board Rights

- a. The Professional Educators participating in PECCA hereby recognize that all rights which are vested in the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to be vested in and exercised exclusively by the Board without prior notice to the Association or the Professional Educators in PECCA, either as to the taking of action under such rights, or with respect to the consequences of such action during the term of this MOU.

Section 2.2 Savings

- a. If any article or part of this MOU is held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any Article or part should be restrained by such tribunal, the remainder of the MOU shall not be affected.

Section 2.3 Modification of MOU

- a. This MOU shall not be modified in whole or in part except by an instrument in writing prepared and approved in compliance with the terms of PECCA.

ARTICLE III: Association Rights

Section 3.1 Use of Facilities

- a. The Association will be permitted to use school buildings and facilities for the purpose of conducting professional meetings before or after the educators' normal work assignment.
- b. These meetings shall be arranged in advance with the school principal consistent with that school's facilities use procedures. Permission to use the facilities will not be unreasonably withheld.

Section 3.2 Communication

- a. The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards approved by the principal in an area designated for educator use, such as educator lounges and workrooms.
- b. The Association shall have the right to use educator mailboxes, including e-mails, for communication purposes.

ARTICLE IV: Grievance Procedures

Section 4.1 Definitions

- a. "Grievance" shall mean a claim by an educator that there has been a violation, misrepresentation, or misapplication of the terms of this MOU.
- b. The term "days" shall mean any and all days. In the event the final day of any time limit described in this article falls on a weekend or system holiday, the deadline day shall be the next day the system is open.

Section 4.2 General Provisions

- a. The grievant(s) may submit a copy of the written grievance to the Association prior to proceeding to Step 2 of the grievance procedure described in Section 4.3, below. The Association may determine whether to participate in said grievance. In such event, the Association shall name an Association Designee in the written Grievance Form, attached hereto as Appendix A. A grievance that does not meet the time limits outlined in the procedures listed in Section 4.3 shall not be accepted.
- b. Grievances by two or more educators alleging the same violation, misrepresentation, or misapplication of the terms of this MOU may, upon agreement of the grievant(s) and the Board or representative, be joined together under the general provisions and procedures of the article.
- c. Failure by the designated supervisor at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the aggrieved party to proceed to the next step.
- d. Failure by the grievant(s) to appeal to the next step within the prescribed time limits shall result in a withdrawal of the grievance.
- e. The filing of a grievance shall in no way interfere with the right of the Board and the Administration to carry out its management responsibilities, subject to the final disposition of the grievance. Any resolution of a grievance shall not be inconsistent with this MOU.

- f. No reprisals shall be taken by the Board or the Administration against an educator because of participation in a grievance.
- g. A grievance may be withdrawn at any level without establishing a precedent, except that if a grievance is withdrawn, the grievant(s) shall be prohibited from refiling a grievance based upon the same incident as the withdrawn grievance.
- h. All parties involved in a grievance may have a representative(s) of their choosing present at all steps of the procedure.
- i. The Board and the Administration shall cooperate in the investigation of any grievance.
- j. Neither the grievant(s) nor the Board shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.

Section 4.3 Grievant Procedures

Step 1: The parties acknowledge that it is most desirable for an educator and the administrator involved to resolve problems through free and informal communications. Not later than thirty-five (35) days after the event giving rise to the grievance or thirty-five (35) days after the educator should reasonably have learned of the event giving rise to the grievance, whichever is later, the educator must discuss the grievance with the immediately involved supervisor. If this informal process fails to satisfy the educator, a formal written grievance may be processed as outlined below. See form, Appendix A.

Step 2: If the grievant(s) is not satisfied with the disposition of the grievance in Step 1, the educator may present the written grievance to the immediately involved supervisor not later than fifteen (15) days after the informal meeting. The administrator involved will arrange for a meeting to take place within ten (10) days after the receipt of the written grievance. The grievant(s) must specify the section of this MOU that is alleged to have been violated and shall state the specific redress sought. Within five (5) days after the meeting, the grievant(s) shall be provided with the administrator's written response, including the reasons for the decision.

Step 3: If the grievant(s) is not satisfied with the disposition of the grievance in Step 2, the grievant(s) may refer the grievance to the Director of Schools within ten (10) days after the receipt of the Step 2 written decision. The Director of Schools shall arrange for an appeal hearing to take place within fifteen (15) days of the Director of Schools' receipt of the appeal. Within ten (10) days after completion of the appeal hearing, the grievant(s) shall be provided with the Director of Schools' written response, including the reasons for the decision.

Step 4: If the grievant(s) is not satisfied with the disposition of the grievance in Step 3, the grievant(s) may request a review by the Board within thirty-five (35) days after the educator received the Step 3 written decision or within thirty-five (35) days after the time limits for Step 3 have expired. The request shall be made in writing through the Director of Schools, who shall attach all related documents and forward the request within seven (7) days to the Board. The Board shall review the grievance and shall schedule a Board hearing within twenty-five (25) days after the receipt of the Board hearing request. The grievant(s) shall receive a copy of the Board's decision within five (5) days after the Board hearing.

No decisions made through this process shall be precedential for any grievance submitted by any subsequent grievant. However, in the event a grievance reaches Step 4 above, the parties to this MOU shall discuss the grievance decision at their next PECCA meeting to determine if a change in the terms of the MOU are appropriate.

ARTICLE V: Salary, Wages, and Benefits

Section 5.1 General Provision

- a. Salaries, wages, and benefits shall be discussed annually following the standard timeline for developing the budget.
- b. The base salary of each educator shall be according to the salary schedule as approved by the Board of Education.

Section 5.2 Professional Personal Leave

Any personal leave remaining unused at the end of a year shall be credited to sick leave except in the case of the following circumstances:

1. Certified personnel with ten (10) to fifteen (15) years of experience shall be able to retain up to three (3) earned personal days. One (1) of those days, if available, will roll over from the previous year.
2. Certified personnel with sixteen (16) to twenty-five (25) years of experience shall be able to retain up to four (4) earned personal days. Two (2) of those days, if available, will roll over from the previous year.
3. Certified personnel with twenty-six (26) or more years of experience shall be able to retain five (5) earned personal days. Three (3) of those days, if available, will roll over from the previous two (2) years.

Section 5.3 Bereavement Leave

Personnel shall be granted bereavement leave up to three (3) 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 three (3) 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, legal/guardians, parents, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepsiblings, stepchildren, step-grandchildren, and foster children. Personnel shall be granted bereavement leave up to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or nephew. If additional days are needed for out of state travel, personnel shall discuss with the principal the need to use up to two (2) additional sick days without the requirement of a doctor's note. Personnel will be responsible for submitting bereavement documentation within five (5) working days of returning to work.

Section 5.4 Sabbatical Leave

Certified and classified employees shall be entitled to a leave of absence without pay not exceeding one (1) year to further education on a full-time basis, provided such academic work entails a minimum of nine (9) hours per semester. No certified and classified employees shall be eligible for more than one (1) sabbatical leave every seven (7) years of consecutive service with the school district. Additionally, certified employees must apply no later than April 1st for leave during the next fiscal school year. Proof of enrollment and completion of courses must be provided each semester, and the program of study must be an advanced study in education beyond the employee's current degree attained. Employee must return and work for the district for a minimum of one (1) year after sabbatical has ended. Educational leave is not automatically granted. Factors to be considered are: current position, availability of an interim replacement, budget, school needs, and other factors that impact student achievement.

APPENDIX A

GRIEVANCE FORM: RUTHERFORD COUNTY BOARD OF EDUCATION

Name: _____

Association Designee if included: _____

Phone: _____

Principal: _____ School: _____

Contract Section(s) Allegedly Violated: _____

Date of Violation: _____

Person Alleged to have violated, misrepresented, or misapplied Contract:

Description:

Redress Sought:

Grievant(s) Signature: _____ Date Signed: _____

STEP 2 APPEAL INFORMATION

Step 2: Date Rec'd by Supervisor: _____ Supervisor's Initials: _____

Date of Step 2 Meeting: _____
(Attach Supervisor's Written Response, including reasons for the decision)

Supervisor's Signature: _____ Date Signed: _____

Disposition: Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

STEP 3 APPEAL INFORMATION

Step 3: Date Rec'd by Director of Schools: _____ Director's Initials: _____

Date of Step 3 Meeting: _____
(Attach Director's Written Response, including reasons for the decision)

Director's Signature: _____ Date Signed: _____

Disposition: Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

STEP 4: BOARD HEARING

Step 4: Date Rec'd: _____ Director's Initials: _____

(Attach copies of the Board minutes applicable to the Board hearing)

Signature/School Board Chairman: _____ Date: _____

Signature/Director of Schools: _____ Date: _____

Disposition: Redress Denied: _____ or Granted: _____

Date Reply Rec'd: _____ Initials of Grievant(s): _____

Please identify all attachments using the corresponding step numbers.

STEWARTS CREEK HIGH SCHOOL

Rutherford County Board of Education
2240 Southpark Drive
Murfreesboro, TN 37128

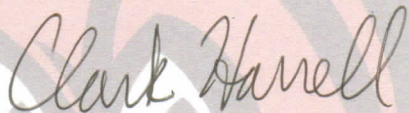
May 3, 2019

Trey Lee,

Stewarts Creek High School would like to seek board approval to install rubber flooring in our strength and conditioning classroom, room 310. Funding would come from the general school fund at no cost to the Rutherford County Board of Education. All costs would be handled through the SCHS athletic account. This would also greatly help in equalizing the male to female ration in our wellness classes.

Please contact me if there are any questions or concerns.

Sincerely,



Dr. Clark Harrell
Executive Principal
Stewarts Creek High School

49,800+ VERIFIED REVIEWS
Check them out »

OVER 100 MILLION SQFT
Of Floors Covered

30 DAY MONEY BACK
Guarantee

PRICE MATCH
Guarantee

(888) 751-0890 | FREE Samples



Find it here...

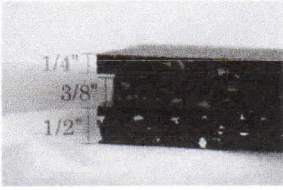
Categories ▾

Monthly Deals Buyer's Guide ▾

Color

QTY

Total



3/8" Heavy Duty Rubber Rolls
4' wide (2710.40 lbs.)



Lipstick Red - 10%

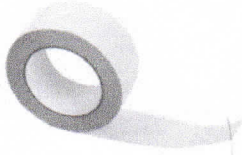
7

Roll(s)
44' long

Sale \$2,885.96
~~reg- \$3,946.92~~

AVAILABLE FOR ORDER
Ships within 5 - 10 business days

You're a Hero! This order saves 136 tires from ending up in the landfills.



Double Sided Carpet Tape
2" x 82.5' (11.00 lbs.)

11

item(s)

Sale \$230.89
~~reg- \$307.89~~

IN STOCK
Ships within 1 - 2 business days

Subtotal:
Shipping:
Total Savings:
Total:

\$4,154.81
① \$399.64
-\$1,037.96
\$3,516.49

Starting at 0% APR at \$587/mo with **affirm**. Learn more

+300 for installation
from Rampage ^{Gym} Owner

4.5 ★★★★★
Google
Customer Reviews

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date: 01/15/09
		Rescinds:	Issued:

1 The Board establishes these general goals for the conduct of its management program:

- 2 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
3 comfortable, and clean environment for instruction and administration;
- 4 2. To provide a building maintenance program which protects the taxpayer's investment in
5 facilities and ensures their continued use;
- 6 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 7 4. To provide a student transportation system which meets state requirements;
- 8 5. To design and implement a program of food services which emphasizes nutritional needs of
9 children as the basis of growth and development of bodies and minds;
- 10 6. To collect and maintain data pertinent to educational planning; and
- 11 7. To provide a sound program of insurance protection for system employees, students, and
12 property.

Cross Reference:

School District Goals 1.700

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Buildings and Grounds Management	Descriptor Code: 3.200	Issued Date: 01/15/09
		Rescinds: 9-2	Issued:

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as
2 comfortable and convenient as the facilities will permit or the use requires.

3 Principals or teachers shall not alter or change any part of the school building structure or premises.
4 Nor shall principals or teachers direct such changes or repairs to be made by anyone. If changes or
5 repairs are necessary, the matter(s) shall be reported to the Maintenance Department.

6 The director of schools shall develop and implement a continuing program of maintenance of all
7 district-owned buildings and grounds which shall provide for the following:

- 8 1. Adequate custodial programs for all schools;
- 9 2. Improvement and maintenance of school buildings and grounds;
- 10 3. Repairs, including repairs of equipment, and painting; and
- 11 4. Determination of obsolete equipment.

12 The following are responsibilities of building principals:

- 13 1. To oversee the operation of the school plant and require that personnel assigned to the building
14 keep it in a clean, healthful, and pleasant condition;
- 15 2. To make continuing checks for hazardous conditions, including safety and operation of
16 equipment, and prevention of hazardous situations caused by carelessness; and
- 17 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate
18 channels.

Rutherford County Board of Education

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

1 Within board policy, the principal shall develop procedures for keeping school facilities safe and free
2 from hazards.

3 All staff members shall report current and potential hazards to their immediate supervisors.

4 Each principal is responsible for seeing that the practice of safety is a part of the instructional program
5 of the school and that it is appropriately geared to students at different grade levels.¹

6 The program shall include:

- 7 1. Fire prevention
- 8 2. Accident prevention
- 9 3. Warning systems
- 10 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 11 5. Emergency closings
- 12 6. Traffic safety
- 13 7. Traffic and parking controls
- 14 8. Safety inspections
- 15 9. First aid
- 16 10. A disaster preparedness plan for a nuclear or other major emergency.

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

21 The principal shall secure assistance from law enforcement officials when he deems it necessary in
22 order to maintain order or security during the school day or during extracurricular activities at school.

Legal References:

1. TCA 49-6-1003
2. TCA 49-6-2008

Cross References:

- Visitors to the School 1.501
Care of School Property 6.311

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/16/17
		Rescinds: 3.202	Issued: 06/09/16

1 The director of schools shall be responsible for developing, maintaining, and acquiring board approval
2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students, and parents.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given
11 every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of
12 the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements
13 are conducted throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year. These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 **ARMED INTRUDER DRILLS**

19 The director of schools or his/her designee shall ensure that each school safety team conducts at least
20 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

21 **AED DRILLS**

22 Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps
23 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring
24 the drill occurs.⁵

25 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
26 shall give all school personnel instructions on how to properly use fire extinguishers.

27 **MEDICAL EMERGENCIES/PANDEMIC FLU**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The director of schools
- 2 shall develop procedures for health emergencies in accordance with state law and regulations.⁶

Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017, Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017, Chp. No. 313
5. TCA 49-2-122(b)(2)(A)
6. Tennessee Department of Health Pandemic Influenza Response Plan,
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 01/15/09
		Rescinds:	Issued:

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides,
2 shootings, and death of a student, parent or faculty member. Within the development of such plan, the
3 principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and
4 disseminate information in the event of a crisis. Members of the Team shall consist of the principal,
5 school counselor, and at least two other staff members designated by the principal.
- 6 The principal of each building shall be responsible for the development of emergency procedures
7 which shall be distributed to building employees, parents, and members of the Crisis Team. Training
8 for all school employees in the crisis management procedures shall be conducted annually during in-
9 service sessions prior to the beginning of school.
- 10 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools.
11 If he determines it to be necessary, the principal shall contact the appropriate emergency services
12 (police, fire, ambulance, etc.).
- 13 All media attention shall be directed to the director of schools' office.

Cross Reference:

News Releases, News Conferences and Interviews 1.503

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 01/15/09
		Rescinds:	Issued:

1 The director of schools shall establish procedures as required to adequately protect school property
2 which shall include, but not be limited to:

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
5 facilities or equipment without appropriate faculty supervision;
- 6 3. Controlling the issuance of building keys and master keys; and
- 7 4. Developing programs which contribute to the proper care and use of school facilities and
8 equipment.
- 9 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.¹

10 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

11 The principal or designee shall notify the director of schools within 48 hours of discovering after each
12 case of vandalism, theft, building damage and illegal entry.

13 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to
14 press charges against perpetrators of vandalism against school property.

15 SCHOOL POLICING

16 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency
17 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
18 following issues:²

- 19 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
20 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
21 the time of assignment and remain compliant throughout the tenure of his or her assignment;
- 22 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
23 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
24 participate in a minimum of sixteen (16) hours of training specific to school policing. All
25 training programs shall be approved by the Peace Officers Standards and Training
26 Commission.
- 27 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
28 agency, subject to that agency's direction, control, supervision and discipline, though the Board
29 may agree to indemnify and reimburse the law enforcement agency for any part or all of the

- 1 increased costs incurred by the law enforcement agency as a result of the assignment of the
2 SROs.
- 3 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
4 of the Director.
- 5 5. In the event that more than one SRO is assigned to a school system, the law enforcement
6 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
7 duties of the senior SRO, however designated, shall include, but not be limited to, the
8 following:
- 9 a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
10 b. To supervise the SROs in the performance of their duties;
11 c. To consult with the Director regarding the best use of the available resources for school
12 policing; and
13 d. To resolve disputes between the SROs and students or faculty members.
- 14 6. The memorandum may be effective for any length of time, including continuing until
15 terminated by the parties, and may contain any reasonable notice requirement for the
16 termination of the memorandum. However, the memorandum shall contain a provision
17 allowing the Director to suspend the active participation of the SROs in the event that the
18 Director certifies that the health, safety or well being of the students or faculty members require
19 the immediate suspension.

Legal References:

1. EDGAR 43 subtitle A Part 80.32
2. Tenn. Code Ann. § 49-6-4217

Cross References:

- Visitors to the Schools 1.501
Care of School Property 6.311

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 03/17/16
		Rescinds: 3.206	Issued: 11/12/15

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

- 4 1. School facilities shall not be used for funeral, cremation, or burial purposes or
 5 services. Memorial services may be permitted for individuals who have particularly strong
 6 involvement with a school or the school system if approved in advance by the Director of
 7 Schools, and so long as the deceased is not brought onto school facility property.”
 8
- 9 2. Requests for the use of a school's facilities shall be made at the office of the principal at least
 10 thirty (30) days prior to the date of use.
 11
- 12 3. Unless exempted from fees as provided in this policy or by state law, any group or entity
 13 desiring to use a school facility shall be required to pay the school system for the use of the
 14 facilities in accordance with a fee schedule adopted by the Board of Education.
 15
- 16 4. Student clubs and activities of a Rutherford County school, a parent-teacher association of a
 17 Rutherford County school, organizations affiliated with a Rutherford County school, and
 18 governmental entities of Rutherford County shall be permitted use of school facilities without
 19 charge. Public schools of the State of Tennessee serving any grades between Kindergarten and
 20 Twelfth grade shall also be allowed to use school facilities without charge for activities
 21 associated with Rutherford County schools or if approved by the Director of Schools. Public
 22 education schools and institutions, post-secondary education institutions, private universities
 23 and colleges, and governmental entities or agencies that provide benefits to the Rutherford
 24 County school system or have an in-kind relationship approved by the Director of Schools may
 25 request the Board of Education to allow an exemption from the use of facilities fee which the
 26 Board may allow or deny as determined in the sole discretion of the Board based upon the
 27 details of the specific request.
 28
- 29 5. School facilities may not be used for private profit, except that unused facilities may be leased
 30 for private day-care centers which provide educational and child care services to the
 31 community;³
 32
- 33 6. All activities must be under adult supervision and approved by the building principal. If
 34 deemed necessary, the principal may assign a school employee to be present. The group using
 35 the facilities will be responsible for any damage to the building or equipment.
 36
- 37 7. Groups receiving permission for building use are restricted to the dates and hours approved and
 38 to the building area and facilities indicated, unless requested changes are approved by the
 39 principal. Entry into other areas of the facility will be considered trespassing. The permission

1 granted for each group may not be extended to other groups or individuals.
2

3 8. Groups receiving permission for building use are responsible for the observance of all fire and
4 safety regulations at all times; Groups will be required to agree to consult with the Principal or
5 designee about compliance with the existing school safety plan as a part of their use. The
6 number of attendees may not exceed the number authorized and must be in compliance with
7 local fire codes.
8

9 9. The use of alcoholic beverages, weapons or explosives, drugs or tobacco, profane language, or
10 gambling in any form is not permitted in school buildings;
11

12 10. During emergencies or disasters, the Board will cooperate with recognized agencies, such as
13 the Red Cross, National Guard and Civil Defense to make suitable facilities available without
14 charge;
15

16 11. When school kitchens are used, at least one member of the cafeteria staff must be present to
17 supervise the use of equipment;
18

19 12. The Board will approve and periodically review a fee schedule for the use of school facilities
20 by community or civic organizations and other non-profit groups.
21

22 13. The director of schools shall develop procedures and forms to effectively implement this
23 policy. Use of school facilities by a group or entity which is not exempt from the use of
24 facilities fee are subject to the following rules and requirements:

25 A. A period of use not to exceed one calendar year may be allowed upon request and
26 may be renewed at the discretion of the Board for additional terms of one year each
27 up to a maximum of ten years.

28 B. The entity or group must have an established organization within the county or the
29 event must be hosted by an established organization within the county.

30 C. A school custodian must be employed to perform custodian services and must be
31 paid through the payroll system.

32 D. Classroom use is not recommended, but if a classroom is used, it must be put in
33 order before the group leaves or prior to the next scheduled use by the school.

34 E. Any school equipment to be used must be specified and approved by the principal
35 prior to its use. The principal shall satisfy himself that the person to use the
36 equipment is familiar with it and properly instructed in its operation. Any and all
37 damage to equipment shall be paid for by the group or entity using the facilities.
38

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

43 15. School facilities use by the Rutherford County Board of Education shall not be used for
44 partisan political meetings.
45

46 16. This policy shall take effect August 1, 2016.

Legal References

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

Cross References

- Tobacco-Free Schools 1.803
Care of School Property 6.311

- 1 Additions:
- 2 Signs, banners, flags or other displays may not be erected on school property unless the permission of
- 3 the Principal or Principal's Designee is obtained in advance and only if such displays do not deface,
- 4 obstruct or damage school property.
- 5 An outside organization shall not restrict participation in an activity or event taking place on school
- 6 property because of an individual's race, religion, creed, gender, national origin or disability.
- 7 All activities must be orderly and lawful, and must comply with all federal, state, and local laws and
- 8 ordinances.
- 9 Parking is permitted only in designated areas.
- 10 The use of lighted athletic fields must end by 10:00 PM.

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 12/12/13
		Rescinds:	Issued:

1 The director of schools shall present an annual assessment of facility needs to the Board by the end of
2 December. The needs assessment shall include a review of each school site. Each principal shall
3 prepare the assessment for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 5. community needs
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 3. industrial and business forecasts
- 15 4. other information as deemed necessary

16 **ASBESTOS¹**

17 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned,
18 or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing
19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action
20 activities.

21 The director of schools shall:

- 22 A. annually publish a notification on the Asbestos Management Plan availability and the status of
23 asbestos activities;
- 24 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in
25 accordance with state and federal statutes;

- 1 C. notify short-term or temporary workers on the locations of the building materials containing
2 asbestos;
 - 3 D. post warning labels in routine maintenance areas where asbestos was previously identified or
4 assumed;
 - 5 E. follow set plans and procedures designed to minimize the disturbance of building materials
6 containing asbestos; and
 - 7 F. survey the condition of these materials every six (6) months to assure that they remain in good
8 condition.
- 9 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
10 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan
11 and asbestos-related issues should be directed to the AHERA Manager.

Legal References:

- 1. 40 C.F.R. § 763.91-93

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming Facilities	Descriptor Code: 3.210	Issued Date: 11/15/16
		Rescinds: 3.210	Issued: 01/15/09

1 Facilities of the school system shall be named through board action, based upon the following criteria:

- 2 1. Schools shall not be named for living persons, except for those who have rendered exemplary
3 service to public education as recognized and attested by a vote of the board.
- 4
- 5 2. Two schools in the system shall not be given the same name and care should be taken to avoid
6 similar names.
- 7
- 8 3. Schools shall be named for:
9
 - 10 a. The area or community in which the school is located;
 - 11
 - 12 b. The street on which the school is located, or a street bordering the school site, if that
13 street is well known in the community; or
 - 14
 - 15 c. Presidents, governors or recognized national, state and local leaders who have made an
16 outstanding contribution to public education.
 - 17
- 18 4. A single building on a campus with multiple buildings or a specific area on the campus may be
19 named for a living person, provided he/she has made an outstanding contribution to that school.
20 The naming of such building or specific area shall not supplant the facility's name.
- 21
- 22 5. Facilities other than school shall be given names which describe the facility or the geographic
23 location in the city.
- 24
- 25 6. If the Board decides an existing school or facility should be renamed, the criteria of this policy
26 shall apply.

27 When a school or facility is to be named, the chairman of the Board will appoint a committee composed
28 of school personnel, patrons of the school and the school board member representing the zone where the
29 school will be built. Names for consideration by the committee may be submitted by any citizen board
30 member of school personnel.

31 The committee will submit its recommendations about the name of the school, as well as the school
32 colors and school mascot with supporting reasons to the director of schools.

33 The director of schools shall have the authority to recommend the naming of a portion of a facility, such
34 as a section of the building, a single building on campus with multiple buildings or a specific area on
35 campus within a school.

- 1 The director of schools shall submit a recommendation to the Board in either situation for its
- 2 consideration and approval.

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Energy Use and Conservation	Descriptor Code: 3.211	Issued Date: 08/15/13
		Rescinds: 3.211	Issued: 03/14/13

PURPOSE

The Rutherford County Board of Education is responsible for the efficient use of all natural resources required by the District. In keeping with this responsibility, the District shall provide leadership in developing a realistic energy use ethic, by increasing awareness of energy needs and their associated costs in the operation of District facilities, in order to conserve on energy while maintaining a comfortable environment.

STATEMENT OF POLICY

The District's success in achieving an effective energy use, conservation and efficiency program requires and depends upon cooperation at all levels. Therefore, every employee, student, school volunteer and contractor is expected to contribute to and actively participate in the District's energy conservation and efficiency program, and to be an "energy saver" as well as an "energy consumer."

Implementation of the District's energy use and conservation policy shall be the joint and collective responsibility of the District's Board of Education, administration, teachers, staff, students and volunteers. While primary accountability and responsibility for management and administration of the District's energy conservation and efficiency program shall lie with the District's Director of Schools or his/her designee, the District's administrative staff shall assist the Director of Schools or Designee as needed in implementing, managing, directing, monitoring, evaluating and reporting District conservation and efficiency in the use of energy.

The District shall, under the supervision and direction of its Director of Schools or designee, maintain accurate records of energy consumption and associated costs at each school site and shall periodically provide information on the goals and progress of the District's energy conservation program. The judicious use and management of various energy systems at each school facility shall be the joint responsibility of the administrative, instructional and custodial staff of each such facility, acting in concert with the District's Engineering Department and its Assistant Superintendent of Engineering.

The District's Director of Schools or designee shall develop, in cooperation with and with assistance from such others as may be necessary, and shall thereafter disseminate, the appropriate short and long range administrative guidelines or regulations necessary to implement and administer the District's energy awareness, management and conservation programs.

The Director of Schools shall monitor compliance with the following:

- (1) Maintenance of the learning environment shall always take precedence over energy conservation measures;

1 (2) The District shall amend its policies and action plans to as required to strive for continuing
2 compliance with the most recent adoption of the American Society of Heating, Refrigeration
3 and Air Conditioning Engineers (ASHARE) Standards 90.1 (minimum standard for energy
4 efficiency), 62.1 (minimum standard for indoor air quality) and 55 (minimum standard for
5 human comfort).

6 **ENERGY SAVINGS CALCULATIONS**

7 Proceeds from the Energy Efficiency Fund will be utilized to implement energy conservation
8 measures. A percentage of the energy savings recognized will be re-invested into the facilities to
9 continue developing energy conservation strategies and upgrade equipment. Energy savings will be
10 calculated on a school year basis. Total energy consumption (electricity, water, gas, demand factors,
11 etc.) will be analyzed and compared to previous years of operation to determine savings. Climatic
12 temperature extremes, facility size, and student census will be included in the energy conservation
13 savings analysis to establish baseline indices.

14 These calculations will become effective in the 2013-2014 fiscal year.

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date: 10/31/18
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two (2)
 3 years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing and
 5 address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
 8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
 9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
 11 immediately remove the drinking water source from service. The drinking water source shall not be
 12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
 13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
 15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).
 16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 01/15/09
		Rescinds: 9-1/9-40	Issued: 03/14/13

1 All equipment and materials placed in school buildings by any group or organization become the
2 property of the Board. The Board reserves the right to transfer property to other schools if the school
3 in which it was originally placed is discontinued or if there is no longer any need for the donated
4 equipment or materials.

5 The director of schools shall develop procedures promoting the useful life of equipment and supplies
6 by establishing a thorough, effective and economical operations and maintenance program and
7 providing adequate insurance coverage. Equipment management shall be in accordance with federal
8 and state laws, regulations and guidelines.

9 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
10 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and
11 supplies not under his/her direct control when such are endangered and when the system employee
12 having direct control is not present or is otherwise unable to act.

Cross Reference:

Inventories 2.702

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 01/15/09
		Rescinds: 3-43/4-25	Issued:

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
 2 the school system. Whenever possible, other methods of more economical, immediate communication
 3 shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be
 4 approved by the director of schools/designee. The Board shall be financially responsible for the
 5 customary minimum monthly bills for pre-approved cellular phones.

6 Cellular phones provided to employees are for official school board business only and shall not be used
 7 for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than
 8 the customary minimum monthly bill, the excess portion shall become the responsibility of the
 9 employee to whom the cellular phone has been issued. If the employee wishes to dispute the portion of
 10 the monthly bill for which s/he is responsible, the employee may request and become financially
 11 responsible for obtaining a listing for phone use during the disputed period of time.

12 The director of schools/designee shall develop procedures for assignment and use of phones, billing
 13 disputes and lost or damaged cellular phones. These procedures shall be given to any employee
 14 requesting a cellular phone.

15 **Privately Owned Cellular Phones**

16 The instructional staff shall not use personal cellular phones during instructional time for personal use.

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 08/16/17
		Rescinds: 3.400	Issued: 02/09/17

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

- 23 1. All complaints shall be submitted to the transportation supervisor on forms designated by the
24 District;
- 25
- 26 2. Forms may be submitted in person, via mail or e-mail.
- 27 a. The forms designated by the District will be located on the District website.

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
4 submit a preliminary report to the director of schools. This report shall include:

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
13 submit a final written report to the director of schools that details the investigation's findings as well as
14 the action taken in response to the complaint.

15 An annual notice of this complaint process shall be provided to parents and students. This information
16 shall be made available in the student handbook.

17 **RECORDKEEPING⁵**

18 The transportation supervisor shall be responsible for the collection and maintenance of the following
19 records:

- 20 1. Bus maintenance and inspections forms;
- 21
- 22 2. Bus driver credentials, including required background checks, health records, and performance
23 reviews;
- 24
- 25 3. Driver training records; and
- 26
- 27 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 01/15/09
		Rescinds: 5-13.7	Issued: 03/14/13

1 All school bus routes shall be arranged in such a way as to travel the shortest possible distance from
2 the time the first student is picked up until the trip is complete taking into consideration the safety of
3 students.

4 The transportation department shall be responsible for locating bus stops on each bus route. The
5 transportation department will locate bus stops in such a manner as to ensure that no student is required
6 to walk further than two tenths of a mile from their driveway to the stop. Deleting or establishing new
7 bus routes is the responsibility of the transportation department.¹

8 Appeals of transportation decisions shall be made to the director of schools.

9 Students shall not be in transit to and from school more than one and one-half hours each way.² Under
10 no circumstances shall students be transported past their assigned school.

11 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or
12 unless overlapping results from the necessity to travel the main highway to school centers. When more
13 than one bus travels a main highway and each bus picks up some students along such routes, each bus
14 shall be assigned a certain portion of the route and all students within this section shall ride the bus to
15 which assigned.

16 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the
17 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding
18 the transportation of students.

19 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
20 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
21 transporting students.

22 No student may exit the bus at a destination other than that students designated bus stop. The Director
23 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus
24 at an alternative location. If the Director adopts procedures, such procedures shall include, at a
25 minimum, the following:³

- 26 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
27 System's policies and procedures. The Director shall immediately review the fitness to drive of
28 a driver who permits or requires a student to exit a bus in violation of the School System's
29 policies and procedures.
30

- 1 2. No student shall be allowed to exit the bus at a stop other than the student’s regular bus stop
2 unless the student provides the driver with a signed note from the parent or guardian and signed
3 by the principal/designee informing the driver of the change in the student’s bus stop for the
4 day. The driver shall turn the note over to the principal as soon as practical after the
5 completion of the route. Students will not be permitted to submit a parent note authorizing
6 them to ride an alternate bus for an extended period of time. Accordingly, a parent note should
7 be provided for each day a student rides an alternate bus.
- 8 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
9 student’s designated stop in order to preserve the safety of other student passengers or the
10 driver, the driver may remove the offending student from the bus provided that the driver
11 secures the safety of the student for the uncompleted trip.
- 12 4. A driver shall report to school authorities as soon as possible, but no later than the end of the
13 route, any student refusing to obey the driver or exiting the bus without the driver’s permission
14 at a point other than the student’s destination for that trip.
- 15 Where practical, transfers may be made from one bus to another. Both buses shall be present while the
16 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place
17 of business for transfer shall be permitted only after approval has been obtained from the principal.
- 18 Students who ride school buses shall attend the school designated unless the Board designates an
19 alternate school. If a parent chooses to send his/her child to another school in the system, the parent
20 must provide transportation to and from that school.

Legal References:

1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
2. TCA 49-6-2105
3. P.C. 261 (2007)

Cross Reference:

Bus Conduct 6.308

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 01/15/09
		Rescinds: 9-3	Issued:

1 SCHOOL BUSES

2 All standard rules of student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular
6 activity trips during the regular school year.

7 BOARD-OWNED VEHICLES

8 The director of schools shall recommend for board approval a list of Board-owned vehicles to be
9 assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from
10 job-related sites and must comply with IRS requirements,¹ including implications for reporting taxable
11 income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24)
12 hours a day to perform services required by their job responsibilities. Other than commuting to and
13 from work, use of these vehicles for personal use is prohibited.

Legal Reference:

1. Internal Revenue Code § 61;
¶ H-2230 Methods for Valuing the Use of
Employer-Provided Vehicles

Cross References:

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 01/15/09
		Rescinds: 5-32	Issued:

- 1 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in
- 2 designated areas until the end of the school day, unless permission is obtained from the principal to use
- 3 said vehicle.

- 4 Parking regulations for each school will be developed by the principal and published in the school
- 5 handbook.

Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 01/15/09
		Rescinds: 3-39/4-22	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school
2 purposes. With the use of private vehicles, the following policy shall be observed:

- 3 1. To use a private vehicle for school purposes, the employee must have the written permission of
4 the director of schools/ designee and proof of vehicle liability insurance coverage in the
5 following forms:
 - 6 a. A copy of the insurance certificate issued to the insured indicating liability limits of at least
7 \$100,000/300,000/50,000¹; and
 - 8 b. A specific permit for each trip involving students, including field trips.
- 9 2. The school system shall assume no responsibility for liability in case of accident, unless the
10 employee has the proper authorization described above.
- 11 3. The Board specifically forbids any employee to transport students for school purposes without
12 prior authorization by the director of schools or his/her designee.
- 13 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and
14 state Board Rules, Regulations, and Minimum Standards.²
- 15 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the
16 student, an employee, or the school system.
- 17 6. No employee may ask for or give permission to students to transport other students to and from
18 any school or school-related activity without written parental permission and proof of student
19 insurance.
- 20 7. Teachers who provide transportation for students to and from school must have written
21 permission from the student's parent. The permission should be maintained in the student's
22 school record for each school year.

23 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
24 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle

- 1 liability insurance coverage in the form of an insurance certificate issued to the insured indicating
- 2 limits of at least \$100,000/300,000/50,000.¹

Legal References:

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Contracted Bus Service</h2>	Descriptor Code: 3.405	Issued Date: 10/31/18
		Rescinds: 3.405	Issued: 01/15/09

1 The Director of Schools will contract annually with individual owners of buses to provide student
 2 transportation services.¹

3 **RESPONSIBILITIES OF BUS OWNERS**

- 4 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
 5 all times during the school year and shall conform to specifications as set forth by the State Board
 6 of Education and National Highway Traffic Safety Administration.²
 7
- 8 2. Each bus driver shall obey all applicable state rules and regulations.
 9
- 10 3. A school bus owner shall give sixty (60) days written notice to the Board when he/she wishes to
 11 terminate his/her bus operation contract.
 12
- 13 4. The Board shall carry liability insurance on all school buses used by Contractor in the minimum
 14 amount of \$1,000,000 bodily injury per occurrence, \$100,000 property damage (One million/one
 15 hundred thousand) liability limits and naming contractor as an additional insured. The Board
 16 will provide Commercial General Liability coverage for contractors/operators as long as they are
 17 on school business, in transit to or from, or taken for repairs or fuel. Said insurance shall include
 18 uninsured motorist coverage. Contractor shall provide liability insurance for private trips and/or
 19 any trip not approved and sanctioned by the Board.
 20
- 21 5. Each school bus owner must specify for the Director of Schools' approval the name of the
 22 designated driver and at least one substitute driver of his/her bus.
 23
- 24 6. Each school bus driver shall submit to the Director of Schools the results of his latest physical
 25 examination.
 26
- 27 7. The Contractor shall furnish all route information requested by the school system, such as student
 28 names, school, grade, stops, number per stop, etc. Contractor shall supply by August 1 of each
 29 year and update within ten (10) days of any change the name, address and phone number of the
 30 person that will check the bus at the end of every route to confirm that no person remains on the
 31 bus.

32 **AWARDING AND RENEWING CONTRACTS**

1 *First Priority*

2 Each bus driver who holds a current driving eligibility status with the Rutherford County Board of
3 Education and has been driving full-time for two (2) consecutive and complete school years may make
4 application to be included on the First Priority list. Applications will be provided by the Transportation
5 Department and must be filed in person with the Transportation Director. The application will include a
6 sworn, notarized affidavit declaring the total length of active time driving a school bus with the
7 Rutherford County Schools System. Active time is defined as the time in which a driver has actively
8 driven full-time while maintaining legal licensing supported by the documentation required under the
9 bus contract. As new and replacement contracts become available throughout the term of the contract
10 period, drivers on this list will be offered one (1) bus contract in the order their names appear on the list,
11 provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with
12 the Board.

13 The applicant must update their application upon any change in the information that has been provided
14 to the Transportation Director. Each application will be reviewed for accuracy prior to a contract being
15 offered. Additionally, each applicant will be required to provide a fingerprint sample and pass a criminal
16 history background check prior to a contract being offered. In the event a contract is offered and rejected
17 by the bus driver, the bus driver's name will be removed from the First Priority list. Any driver who is
18 hired by a contractor after the application deadline will be allowed to make application after driving full-
19 time for two (2) consecutive and complete school years.

20 *Second Priority*

21 In the event the First Priority list is exhausted, the Second Priority list will be executed. Any contractor
22 who has held one (1) or more bus contracts (with a maximum of six (6) bus contracts) will be eligible to
23 make application for the Second Priority list. The application must be completed and submitted to the
24 Transportation Director. The Transportation Director will schedule a lottery-style drawing annually to
25 compile the list. Names will be placed on the list in the order they are drawn. As new and replacement
26 contracts become available (after the First Priority list has been exhausted) throughout the term of the
27 contract period, the drivers on the Second Priority list will be offered one (1) bus contract in the order
28 their names appear on the list, provided the driver continues to be eligible as a driver in Rutherford
29 County and is in good standing with the Board.

Legal References

1. TCA 49-6-2101
2. TRR/MS 0520-01-.05

Rutherford County Board of Education

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

- 1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹
- 4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.
- 7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²
- 11 As required for participation in the School Nutrition Programs, the Board agrees to the following:
- 12 1. Meals must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.
- 15 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
16 la carte items at school.
- 17 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
18 be as stringent as the current state and federal regulations concerning competitive foods.³
- 19 Procedures for implementing guidelines established by the State Department of Education, School
20 Nutrition Program are on file in the district food service procedures manual.
- 21 **FREE OR REDUCED PRICE MEALS**
- 22 The criteria and procedures for determining a student's need and steps in securing for students no-cost
23 or reduced-cost lunches as established at the state/federal level will be outlined and made known by the
24 school nutrition department.
- 25 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
26 students who pay the regular price. All federal guidelines and mandates will be followed with regard
27 to name disclosure.

1 **COMPETITIVE FOODS/VENDING MACHINES**

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

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

7 **SANITATION**

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

12 **OFFER VS. SERVE**

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

15 **CHARGE POLICY**

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

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

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

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

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

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

Legal References

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

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Rutherford County Board of Education

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

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

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

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

10 **GROUP HEALTH**

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

Legal References

1. TCA 49-2-209

Cross References

Payroll Procedures 2.802

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 01/15/09
		Rescinds: 5-22	Issued: 01/15/09

1 Group accident insurance shall be permitted for the students in the various schools subject to the
2 following conditions:

- 3
- 4 1. It shall not be the responsibility of the school to handle premiums.
- 5
- 6 2. Claims shall be made directly to the insurance company by the parent or guardian and not to
7 the school, but accident reports made out by school personnel shall be available for purposes
8 of information.
- 9
- 10 3. One group accident insurance company shall provide coverage for the entire county. The
choice of the company shall be made annually by a majority vote of the principals. This shall
be approved by the director of schools and authorized by the Board of Education.

11 Files will be maintained in the principal's office listing students subscribing to the plan.

12 The principal shall ensure that each student, before participating in interscholastic athletics, either
13 purchases the insurance policy offered or presents a statement signed by the parent(s) which assures
14 the school that the parent(s) has personal insurance or is willing to accept all financial responsibilities
15 related to participation and travel. Forms for such permission and agreements will be furnished by the
16 principal and will be kept on file in the principal's office.

Cross References:

Interscholastic Athletics 4.301

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 08/13/15
		Rescinds: 4.100	Issued: 01/15/09

1 The Board approves the following instructional goals for students:

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

Cross References

School District Goals 1.700

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Curriculum Development</h2>	Descriptor Code: <h3 style="text-align: center;">4.200</h3>	Issued Date: <h3 style="text-align: center;">01/15/09</h3>
		Rescinds: <h3 style="text-align: center;">6-16</h3>	Issued:

1 Under the leadership and direction of the assistant superintendent for curriculum/instruction, a unified
 2 curriculum shall be developed within the statewide curriculum framework for the school system in each
 3 subject area, grades K-12, and presented to the Board for adoption.^{1,2}

4 Teachers in each school shall participate in the systemwide development of the curriculum in their
 5 appropriate subject areas. Assignments for curriculum development in the elementary grades will be
 6 made by the principal.

7 The curriculum will be revised and updated regularly through in-service programs and curriculum
 8 planning sessions, with changes subject to approval by the Board.

9 At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a
 10 personal copy of the portion which pertains to their area of teaching. New teachers shall be given an
 11 appropriate copy and briefed on its content in relation to the total curriculum.

12 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
 13 encouraged but must have prior approval of the principal.²

14 A course may become a permanent part of the school program after three (3) years of operation upon
 15 approval of the State Board of Education.²

16 IMPLEMENTATION

17 The primary responsibility for the effective operation of the curriculum program and activities shall be
 18 delegated to the director of schools.

19 The school principals shall be responsible for administering the established instructional programs and
 20 for the development and supervision of a coordinated plan for the improvement of instruction in their
 21 schools.

Legal References:

1. TCA 49-1-302(a);(1);(2);(3);(8)
2. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-1-3-.05(2)

Cross Reference:

In-Service & Staff Development Opportunities 5.113

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Cocurricular Activities	Descriptor Code: 4.2001	Issued Date: 01/12/12
		Rescinds:	Issued:

1 Private and small group instruction plays a large role in the success of the performing arts.
2 Recognizing this, the Rutherford County Board of Education will allow such instruction to take place
3 in its schools and on its campuses under the following guidelines:
4

5 All private and group instructors, unless employed by the Board, must have a background check
6 and be fingerprinted before providing instruction.
7

8 The background check and fingerprinting fee is to be paid by the private group, instructor or school
9 support organization.
10

11 The instructors may include private or group instruction in vocal, wind, percussion, string, dance,
12 acting, group vocal, marching band, drum line, color guard, cheerleading, eurhythmics and any
13 club activity. This is also inclusive of those instructors hired for summer marching band camps,
14 concert band orchestra and choreographers for musicals, vocal coaches or anyone that serves as an
15 instructor with the Rutherford County Board Schools performing arts students who is not an
16 employee.
17

18 Each private or group instructor must sign a Release of Liability form before providing instruction.
19 The original Release of Liability form signed and dated is to be kept on file in the school office. A
20 copy of the Release of Liability form is to be kept on file by the Assistant Superintendent for
21 Human Resources and Student Services.
22

23 All private and group instruction can only take place if the Rutherford County teacher, who is
24 connected to the instruction or a designee of the principal, is on school grounds or in the vicinity of
25 where the instruction is taking place.
26

27 The days and times for the private or group instruction will be set by the Rutherford County
28 teacher who is connected to the instruction.

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center; margin: 0;">Basic Program</h2>	Descriptor Code: 4.201	Issued Date: 01/15/09
		Rescinds: 6-21	Issued:

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

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

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

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

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

Legal References:

- 1. 42 U.S.C. 12101; 34 CFR § 106.34
- 2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301

Cross References:

- Student Goals 6.100
- Complaints and Grievances 6.305

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Special Education</h2>	Descriptor Code: 4.202	Issued Date: 01/15/09
		Rescinds: 6.22	Issued:

1 The Board shall provide access to a free appropriate public education to all disabled children ages 3-21,
 2 inclusive, residing within the jurisdiction of the school system. Eligibility standards and options of service for
 3 special education services will be based upon the criteria for disabling conditions specified in Rules,
 4 Regulations, and Minimum Standards, Tennessee State Board of Education, Part II. These students will be
 5 educated with non-disabled students to the maximum extent appropriate, and shall be placed in separate or
 6 special classes only when the severity of the disabled is such that education in regular classes cannot be
 7 achieved satisfactorily. The plan for implementation of appropriate instruction and special education services
 8 shall be in accordance with the current *Rules, Regulations, and Minimum Standards* of the State Board of
 9 Education,¹ and state² and federal³ law.

10 The Board shall develop and periodically update a local plan for providing special education services for
 11 disabled students. Specifically, the Board assures that:

- 12 1. All disabled children living within the school system have available to them a free, appropriate public
 13 education which emphasizes special education and related services to meet their unique needs; and
- 14 2. The rights of disabled children and their parents are protected.

15 The plan shall aim toward meeting the following objectives:

- 16 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and
 17 evaluation of disabled students;
- 18 2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating
 19 programming, and determining placement for every disabled student, including review of proposed
 20 suspensions when appropriate, in accordance with the State Board of Education *Rules, Regulations, and*
 21 *Minimum Standards*;
- 22 3. To ensure that placements are made which educate disabled children with non-disabled to the maximum
 23 extent appropriate in the schools these children would normally attend if not disabled and with age-
 24 appropriate peers;
- 25 4. To provide each disabled child with an individual educational program (IEP) specifically designed to
 26 meet his unique needs;
- 27 5. To provide continuing evaluation of each disabled child's progress, including at least annual review of
 28 his IEP and complete re-evaluation at least every three (3) years;
- 29 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
- 30 7. To involve parents of disabled children in a meaningful dialogue with school personnel which will
 31 begin with initial referral and continue throughout the student's educational career.

Legal References:

1. TRR/MS 0520-1-3-.09(3)(b)
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.)

Cross References:

Special Education Students 6.500

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer School	Descriptor Code: 4.204	Issued Date: 08/15/13
		Rescinds: 4.204	Issued: 01/15/09

1 Summer schools shall be organized and operated as a part of the public school program, shall be under
2 the control and management of the Board, and shall comply with rules and regulations of the State Board
3 of Education.¹ Only students who are residents of Rutherford County, Tennessee, as defined in Policy
4 1.703, will be permitted to attend summer school.

5 The summer school program, subject to annual approval by the director of schools/Board, shall provide
6 opportunities for remedial and enrichment instruction at the elementary level, review and limited regular
7 courses at the secondary level, and special programs funded by the state and/or federal grants. Summer
8 school faculty shall be employed by the director of schools.

9 No class shall be taken for the first time during a summer school session unless the student has
10 maintained a high school cumulative grade point average of at least 3.0 or its equivalent. Students with
11 a cumulative grade point average of less than 3.0 may take courses required for graduation for the first
12 time during a summer school session upon the recommendation of the principal of the school which the
13 student regularly attends.

14 All summer school classes shall meet on school property, and any exceptions must be approved by the
15 Board. The library, laboratories, and other facilities shall be made available to all students enrolled in
16 the summer school program.

17 The Board shall annually determine the tuition rates.² All fees charged shall be deposited in and
18 disbursed from the director's office.

19 Any student missing over three (3) days (for any reason) during a semester will be ineligible to earn
20 credit and will be dropped from the class roll. Any combination of three (3) tardies and/or early
21 dismissals shall constitute one (1) absence. Each tardy event or early dismissal event exceeding thirty
22 (30) minutes shall constitute an absence. The student appeal procedure shall be followed regarding
23 absences.

Legal Reference:

1. TRR/MS 0520-1-3-.03(7)(a)
2. TCA 49-6-3003

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Adult Education Program</h2>	Descriptor Code: 4.208	Issued Date: 01/15/09
		Rescinds: 3-21/6-12/6-23	Issued:

- 1 An Adult Education Program shall be provided to enable students and out-of-school youth 18 years of
- 2 age and over to meet high school graduation requirements and receive a high school diploma.¹
- 3 The Board will appoint a member of the staff to coordinate, plan and develop the program.

Legal References

1. TCA 49-6-409; TRR/MS 0520-01-02-.05

Cross References

Compulsory Attendance Ages 6.201

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 08/16/17
		Rescinds:	Issued:

1 GENERAL¹

2 The director of schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 ADMISSION AND REMOVAL²

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parents/guardians should be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and
- 11 2. The student has previously taken an initial, non-credit recovery section of the proposed course
12 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
13 percent (50%) in the non-credit recovery section of the course must re-take the course.
14

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 INSTRUCTION AND CONTENT¹

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The director of schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and
- 26 2. Differentiate instruction to address individual student growth needs based on diagnostic
27 assessment or End of Course data.
28

1 Students in credit recovery programs shall:

2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;

3

4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
5 need; and

6

7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
8 earn credit.

9 **GRADES³**

10 Students passing credit recovery shall receive a grade of seventy percent (70%).

11 Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform
12 Grading Policy.

Legal References

1. SBOE Policy 2.103(7)(b)
2. SBOE Policy 2.103(7)(a)
3. SBOE Policy 2.103(7)(c)

Cross References

Grading System 4.600
Promotion and Retention 4.603

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 01/15/09
		Rescinds: 6-3	Issued:

The following guidelines shall be followed in administering the student activities program:

1. The Board shall initially approve each specific extracurricular activity so that proper support and supervision may be assured.
2. The principal, after obtaining the recommendation of the faculty and the director of schools, shall determine which clubs and organizations will be permitted.
3. Each student activity must be under the guidance and direction of a certified staff member.
4. All student activities must have the approval of the principal.
5. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
6. Secret organizations shall not be operated in any school.
7. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with his religious practices.
8. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
9. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the director of schools.
10. A student on out-of-school suspension shall not be permitted to participate in school-sponsored activities.
11. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden.¹
12. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

Legal Reference:

1. 20 U.S.C. § 1703

Cross References:

- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302
- Student Clubs and Organizations 6.702

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Interscholastic Athletics</h2>	Descriptor Code: <h3 style="text-align: center;">4.301</h3>	Issued Date: <h3 style="text-align: center;">08/16/17</h3>
		Rescinds: <h3 style="text-align: center;">4.301</h3>	Issued: <h3 style="text-align: center;">08/15/13</h3>

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
 2 treated differently from another person, or otherwise be discriminated against in any athletic program of
 3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹

4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
 5 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport
 6 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/
 7 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
 8 approved by the board, provided the team’s school reimburses the board for mileage.

9 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
 10 of athletics.²

11 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
 12 provide proof of independently secured catastrophic coverage and liability coverage, with the school
 13 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.

14 Prior to participation in interscholastic athletics, every student must complete an annual physical
 15 examination.³ The parents/guardians of each student shall be responsible for covering the cost of the
 16 examination, and these records shall be on file in the principal’s office. It shall be the responsibility of
 17 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating
 18 in interscholastic athletics.

19 No principal or teacher of any school under the control of the board shall dismiss his/her school or any
 20 group of students for the purpose of attending the practice of any interscholastic sport during the school
 21 day without written permission from the board. This does not prevent the inclusion of regular physical
 22 training lessons in the daily school program.⁴ The Board authorizes the director of schools to approve
 23 participation in all post season tournaments, playoffs, or the other post season athletic events if a school
 24 becomes eligible to participate in such post season athletic event prior to the next regularly scheduled
 25 meeting of the Board of Education. It shall be the duty of the principal to contact the director of schools
 26 office to obtain the necessary approval. The director of schools shall report to the Board any approvals
 27 that he gives the schools.

28 Students shall not be disqualified from participation on a school athletic team solely on the basis of
 29 participation in another sport except where the season overlaps by more than two weeks.

30 Students who move out of their school area but wish to continue attendance in the original school may
 31 continue to participate in athletics, providing a zone exemption has been approved unless prohibited by
 32 TSSAA regulations. The Board specifically forbids the recruitment of students in any fashion.

- 1 Students shall not be required to attend a school athletic event, or event related to participation on a
2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
3 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days
4 prior to the event.⁵
- 5 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
6 tolerate hazing activities.⁶

Legal References

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. Public Acts of 2017, Chapter No. 260
6. TCA 49-2-120

Cross References

Attendance 6.200
Student Insurance Program 3.601

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips, Competitions/ Performances and Excursions	Descriptor Code: 4.302	Issued Date: 01/15/09
		Rescinds: 6-7	Issued:

1 **Introduction:**

2 School trips designed to stimulate student interest and inquiry and to provide for social growth and
3 development are considered appropriate extensions of the classroom.

4 To be educationally beneficial, a school trip requires thoughtful selection, careful advance preparation
5 of the class, and opportunities for students to summarize the experience at the conclusion of the trip.
6 To this end, teachers and principals will be expected to consider the following factors in selecting
7 school trips:

- 8 1. Value of the activity to the particular group or groups;
- 9 2. Relationship of the school trip activity to a particular aspect of classroom instruction;
- 10 3. Suitability of the activity and distance traveled in terms of age level;
- 11 4. Mode and availability of state and/or Board of Education approved transportation¹; and
- 12 5. Cost.

13 **Definitions:**

- 14 1. A **field trip** is defined as travel within the same day and limited to a radius of 150 miles. Same day
15 field trips within a radius of 150 miles and out of state (example, Huntsville Space Center or
16 Mammoth Cave) will require the approved Off-Campus Trip Approval Form, but will not be
17 considered an **excursion** (definition #3). For field trips, both curriculum based and incentive, it is
18 the responsibility of the school to provide for students who qualify for financial assistance.

19 Students shall not be penalized or rewarded for non-participation in field trips². If the field trip is
20 curriculum based, all students should be allowed to participate or provided alternate activities
21 which satisfy grading criteria. If the field trip is an incentive trip, all students who helped earn the
22 trip should be allowed to participate, if they meet the criteria of the trip.

- 23 2. **Competitions/Performances** are defined as trips made on a scheduled basis and integral to the
24 ongoing operation of an authorized program. Examples include, but are not limited to, athletic
25 contests, music competitions and performances, quiz bowl, debate team, JROTC activities, and
26 math contests. Competitions/Performances, which do not involve overnight stays or travel in
27 excess of 150 miles are not considered field trips and will receive blanket approval of the
28 superintendent and Board when program guidelines and schedules are approved. A
29 competition/performance which involves an overnight stay becomes an **excursion** (see definition
30 #3) and completion of the approved Off Campus Trip Approval Form must be submitted. A

1 notarized Travel Permission and Emergency Medical Release Form is required from each student
2 who participates in the competition or performance.

3 3. An *excursion* is defined as travel involving overnight stays and/or in excess of 150 miles.
4 Examples include, but are not limited to, Cumberland Museum overnight stays, Land Between the
5 Lakes, Treemont, Beta Club trips, etc. This may include competitions or performances. The Off
6 Campus Approval Form and a notarized Travel Permission and Emergency Medical Release Form
7 is required from each student who participates in the excursion. Students shall not be penalized for
8 non-participation in an optional excursion.

9 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 10 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
11 approval of the principal.
- 12 2. The trip must have a definite purpose and reflect careful planning. Students shall be prepared by
13 general class discussion and/or research.
- 14 3. If bus transportation is required, the principal or his/her designee shall make the necessary
15 arrangements. A fee will be charged to the school when school buses are used.
- 16 4. Signed parental permission forms must be obtained for every student making an off-campus trip
17 beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on
18 file for the remainder of the school year. The form for parental permission must include: purpose,
19 date, time of departure and return, travel plans, destination, number of chaperons, personal expense
20 involved, rules of conduct and penalties for violation, and other facts necessary for parents to be
21 fully informed. This information is to be completed by the school before the form is signed by the
22 parent.
- 23 5. Trips taken outside of normal school hours must be approved by the Central Office a minimum of
24 *twenty (20) working days* prior to the trip. The Central Office will issue notification of approval.
25 All current required forms must accompany the request.
- 26 6. For all trips outside of normal school hours, the chaperons must be approved by the principal and
27 the superintendent or his designee in advance. These groups must be accompanied by at least one
28 regular staff member and others from the school who are appropriate for adequate supervision and
shall be responsible for student conduct while away. There must be at least one female and one
male chaperon if the trip is for a mixed group.

- 1 7. Students shall not be penalized for participating in approved school-sponsored trips and activities.
2 Teachers shall permit students to make up class assignments missed because of a trip or activity.
- 3 8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal
4 immediately upon returning to school. Serious accidents involving personal injury must be reported
5 immediately to the principal and superintendent or his designee. An emergency shall be dealt with
6 promptly by the teacher or other members of the school staff by taking appropriate action,
7 including sending the student to the hospital or summoning medical aid or ambulance. In cases
8 where it is necessary to send the student to the hospital, reasonable effort must be made to notify
9 the parents.
- 10 9. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this
11 section must have prior approval of the superintendent or his/her designee.
- 12 10. Any school-sponsored trip/excursion which is over-night and/or out-of-state must have prior
13 approval by the superintendent or Board. *All trips/excursions that must be let for bid shall be*
14 *submitted for approval sixty (60) days prior to the trip. All other trips/excursions that are outside*
15 *of normal school hours must be approved by the Central Office a minimum of twenty (20)*
16 *working days* prior to the trip. The superintendent or his designee may make exceptions to this
17 requirement in special circumstances, such as a tournament requiring an over-night stay.
18 Notification of approval will be issued by the Central Office. A notarized Travel Permission and
19 Emergency Medical Release Form must be obtained from each student on the trip/excursion.

Legal References:

1. TCA 49-6-2109, TCA 49-6-2115
2. TCA 49-2-114

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 06/05/14
		Rescinds: 4.400	Issued: 01/15/09

- 1 All classrooms and learning centers shall be equipped with evenly-proportioned, wide assortment of
2 curriculum materials and instructional supplies to meet the student's needs. Textbooks and
3 instructional materials should provide quality learning experiences for students.
- 4 A list of textbooks and instructional materials valued at over \$100 per item used by the schools shall be
5 revised annually by building administrators under the direction of the director of schools..
- 6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the director of schools.
- 8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The director of schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date: 08/13/15
		Rescinds: 4.401	Issued: 06/05/14

1 SELECTION ¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board. The Director of Schools in
5 consultation with the Assistant Superintendent for Curriculum and Instruction shall make a
6 recommendation of the number of committee members needed and the nominees based upon the
7 subject matter field(s) and the grade levels for which the adoption includes. Announcement of the
8 Textbook Adoption Committee nomination shall be posted on the Rutherford County Schools website
9 at least thirty (30) days prior to committee nominations being presented to the Board for review and
10 approval. Review committees shall be set up by grade level groups and subject matter fields and be
11 composed of teachers, supervisors, parents with children enrolled in the Rutherford County School
12 system at the time of appointment to a committee, with the optional inclusion of experts in grade level
13 or subject matter field for which the textbooks and instructional materials are to be reviewed. Each
14 committee shall be chaired by the Instructional Coordinator, Supervisor, or Specialist over the subject
15 matter field for which the review is covering. The committee shall be made up of the following
16 percentages: Teachers and/or Supervisors nominees shall include persons from at least 50% of
17 Rutherford County Schools in which the adopted materials will be used. The number of parents on
18 each review committee shall comprise no less than 10 % but no more than 20% of the committee total.
19 Principals in consultation with the Parent-Teacher Organization leadership shall submit up to two
20 persons for consideration. Experts are optional but may be college professors or credentialed subject
21 matter specialists comprising up to 10% of the committee total. The members of the committee
22 authorized in this policy shall serve for the length of time the adoption process for which they are
23 appointed lasts.

24 INSPECTION

25 The director of schools shall establish a procedure for providing citizens of the community with an
26 opportunity to examine proposed textbooks prior to their final adoption,² including public notice of
27 time and location at which textbooks may be examined. Once the proposed textbooks have been
28 approved by the Board, the director of schools shall post the list of all approved textbooks and
29 instructional materials on the school system's website and send a copy of the list to the commissioner
30 of education.

31 The director of schools shall develop forms and procedures to enable citizens to file complaints
32 regarding the selection or content of approved textbooks. Following the conclusion of the
33 administrative process

34

1 **DISTRIBUTION**

2 The director of schools shall designate an employee to be responsible for the purchase and distribution
3 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
4 required textbooks at no cost to the student.

5 **CARE OF TEXTBOOKS**

6 Textbooks are property of the Board and shall be returned at the end of the school year, upon
7 completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement
8 stating they shall be responsible for the textbooks received and used by their children.

9 The following reimbursement schedule shall be used as a guide for collecting fines for lost or
10 destroyed books:

11	Age of Book	Amount Collected
12	1 - 2 years	100% of replacement cost
13	3 - 4 years	75% of replacement cost
14	5 or more years	50% of replacement cost

15 The Board shall approve and periodically review a schedule of fines for damaged books. In cases
16 where the book is damaged to the extent it is no longer useable, the amount collected shall conform to
17 the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or
18 parent damages, loses or defaces the textbook either through willful intent or neglect.⁴

19 Following an interview with parties and an investigation, if needed, the principal may assess the
20 appropriate fine and notify the parents in writing.

21 The principal may include with the notice a provision stating that failure to pay the fine imposed
22 within a reasonable time may result in the imposition of one of the following sanctions:³

- 23 1. Refusal to issue any additional textbooks until restitution is made;
- 24 2. Withholding of all grade cards, , certificates of progress, or transcripts until restitution is made;

25 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
26 uncontrollable circumstances and not responsible for the damages.

Legal References

1. TCA 49-6-2207(c)(e)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

- Personal Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Selection of Instructional Materials (Other than Textbooks)	Descriptor Code: 4.402	Issued Date: 01/15/09
		Rescinds: 6-5	Issued:

1 The Board will seek to provide a wide range of instructional materials¹ on all levels of difficulty, with
2 diversity of appeal, and the presentation of different points of view and will provide procedures for
3 review and reconsideration of allegedly inappropriate instructional materials.

4 **OBJECTIVES OF SELECTION**

5 In order to assure that instructional materials are an integral part of the educational program, the
6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the
8 students, taking into consideration their varied interests, abilities and learning styles;
- 9 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,
10 aesthetic values and ethical standards;
- 11 3. To provide a background of information which will enable students to make intelligent
12 judgments in their daily lives;
- 13 4. To provide materials on opposing sides of controversial issues so that the students may develop
14 under guidance the practice of critical analysis;
- 15 5. To provide materials which realistically represent our pluralistic society and reflect the
16 contributions made by these groups and individuals to our American heritage;
- 17 6. To place principles above personal opinion and reason above prejudice in the selection of
18 materials of the highest quality in order to ensure a comprehensive media collection appropriate
19 for all students.

20 The principal of each school shall annually appoint a committee of teachers to determine how to spend
21 the pooled amount of the BEP instructional supplies funds given to each teacher in the school.²

Legal References:

1. TRR/MS 0520-1-3-.07(3)
2. TCA 49-3-359

Cross Reference:

Controversial Materials 4.801

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reconsideration of Instructional Materials and Textbooks	Descriptor Code: 4.403	Issued Date: 01/15/09
		Rescinds: 6-6	Issued:

1 The Board supports principles of intellectual freedom inherent in the First Amendment of the
2 Constitution of the United States¹ and expressed in the *Library Bill of Rights* of the American Library
3 Association.

4 Because opinions differ, there may be questions concerning some instructional and library materials
5 despite the quality of the selection process. If a complaint is made, the following procedure is to be
6 followed:

- 7 1. Inform the complainant of the selection procedures and make no commitments.
- 8 2. Request the complainant to submit a formal *Request for Reconsideration of Instructional*
9 *Materials*.
- 10 3. Inform the director of schools (and other appropriate personnel).
- 11 4. Keep challenged materials available for use during the reconsideration process.
- 12 5. Upon receipt of the completed form, the principal requests review of the challenged materials
13 by an ad hoc materials review committee within fifteen (15) working days, and notifies the
14 appropriate supervisor and the director of schools that such review is being done. The review
15 committee is appointed by the principal, and includes certified library media personnel,
16 representatives from classroom teachers, one or more parents, and may include one or more
17 students.
- 18 6. The review committee shall take the following steps after receiving the challenged materials:
 - 19 a. Read, view or listen to the material in its entirety;
 - 20 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 21 c. Determine the extent to which the material supports the curriculum;
 - 22 d. Complete the appropriate *Checklist for Reconsideration of Instructional Materials*, judging
23 the material for its strength and value; and
 - 24 e. Present recommendation to principal for further action and to the director of schools for
25 purposes of information.

- 1 7. If the complainant desires further action after receiving the recommendation of the committee
2 and the decision of the principal, an appeal may be made to the Board.

Legal Reference:

1. *Island Trees/Union Free School District v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date: 01/15/09
		Rescinds: 6-29	Issued:

1 In order to define the fair and reasonable use that employees may make of copyrighted work for
2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright
3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
5 and/or the use of copyrighted materials;¹
- 6 2. In the case of computer software, the ethical and practical problems caused by computer
7 software piracy shall be taught in all computer courses;
- 8 3. The director of schools shall establish specific regulations regarding the copying, distribution
9 and use of copyrighted materials for instructional purposes; and
- 10 4. The Technology and Technical Services Coordinator in cooperation with the principal of each
11 school shall establish practices which will enforce this policy at the school level.

Legal Reference:

1. Title 17 of the U.S.C.A.

Cross References:

- Web Pages 4.407
VCR Films 4.408

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee-Developed Materials	Descriptor Code: 4.405	Issued Date: 01/15/09
		Rescinds: 6	Issued:

1 Materials developed as part of regular employment are equally the properties of the school system and
2 the employee.

3 School-owned equipment, including computers, may be used for developing and writing programs that
4 will be used as part of the instructional program or for administrative purposes. The school system
5 shall maintain full use of all educational or administrative materials, software, manuals and related
6 materials developed by school system employees during which time they are being compensated. No
7 other compensation to the school system shall be required.

8 The director of schools shall ensure that a contractual agreement shall be executed between the
9 employee and the Board when requested by the Board and/or the employee.

10 Educational materials created by the employee during the employee's leisure hours when the employee
11 is not fulfilling contractual duties to the school system are the property of the employee.

Cross Reference:

Web Pages 4.407

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 02/09/17
		Rescinds: 4.406	Issued: 06/16/11

1 The board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming, or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work, or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the Internet

26 **Students**

27 The director of schools shall develop and implement procedures for appropriate Internet use by students.
28 Procedures shall address the following:

- 29 1. General rules and ethics of Internet use.
- 30 2. Prohibited or illegal activities, including, but not limited to:¹
 - 31 • Sending or displaying offensive messages or pictures
 - 32 • Using obscene language
 - 33 • Harassing, insulting, defaming, or attacking others

- 1 • Damaging computers, computer systems or computer networks
- 2 • Hacking or attempting unauthorized access
- 3 • Violation of copyright laws
- 4 • Trespassing in another's folders, work, or files
- 5 • Intentional misuse of resources
- 6 • Using another's password or other identifier (impersonation)
- 7 • Use of the network for commercial purposes
- 8 • Buying or selling on the Internet

9 **INTERNET SAFETY MEASURES³**

10 Internet safety measures shall be implemented that effectively address the following on district supported
11 devices:

- 12 • Controlling access by students to inappropriate matter on the Internet and World Wide
13 Web
- 14 • Safety and security of students when they are using electronic mail, chat rooms, and other
15 forms of direct electronic communications
- 16 • Preventing unauthorized access, including "hacking" and other unlawful activities by
17 students on-line
- 18 • Unauthorized disclosure, use and dissemination of personal information regarding
19 students
- 20 • Restricting students' access to materials harmful to them

21 The director of schools/designee shall establish a process to ensure the district's education technology is
22 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
23 include, but not be limited to:

- 24 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
25 material that is obscene, child pornography or harmful to students
- 26 • Maintaining and securing a usage log
- 27 • Monitoring on-line activities of students

28 The board shall provide reasonable public notice of, its Internet safety measures.

29 A written parental consent shall be required prior to the student being granted access to electronic media
30 involving district technological resources. The required permission/agreement form, which shall specify
31 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural
32 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
33 and also by the student. This document shall be executed each year and shall be valid only in the school
34 year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order
35 to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must
36 provide the director of schools with a written request.

37 **E-MAIL**

38 Users with network access shall not utilize district resources to establish electronic mail accounts

1 through third-party providers or any other nonstandard electronic mail system. All data including e-mail
2 communications stored or transmitted on school system computers shall be monitored.
3 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
4 may be a public record under the public records law and may be subject to public inspection.²

5 **INTERNET SAFETY INSTRUCTION⁴**

6 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
7 computer resources. The director shall provide adequate in-service instruction on internet safety. Parents
8 and students will be provided with material to raise awareness of the dangers posed by the internet and
9 ways in which the internet may be used safely.

10 **SOCIAL NETWORKING**

- 11 1. District staff who have a presence on social networking websites are prohibited from posting
12 data, documents, photographs, or inappropriate information that is likely to create a material and
13 substantial disruption of classroom activity.
- 14 2. District staff are prohibited from accessing personal social networking sites on school computers
15 or during school hours except for legitimate instructional purposes.
- 16 3. The board discourages district staff from socializing with students on social networking websites.
17 The same relationship, exchange, interaction, information, or behavior that would be
18 unacceptable in a non-technological medium is unacceptable when done through the use of
19 technology.

20 **VIOLATIONS**

21 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
22 with the existing disciplinary procedures of this District.

Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References

Use of Electronic Mail (e-mail) 1.805
School and System Websites 4.407

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee Use of Social Media and Personal Websites	Descriptor Code: 4.4061	Issued Date: 03/14/13
		Rescinds:	Issued:

1 Rutherford County Schools respects the right of employees to use social media, networking sites,
2 personal websites and blogs, but it is important that an employee's personal use of these sites does not
3 interfere with official duties, violate any district policies or damage the reputation of the school
4 district, its employees, its students or their families.

5 Employees should set appropriate boundaries between personal and public online behavior,
6 understanding that what is private in the digital world often has the potential of becoming public, even
7 without their knowledge or consent. It is recommended that employees carefully review the privacy
8 settings on any social media accounts and exercise good judgment when posting content and
9 information on such sites.

10 Employees should adhere to the following guidelines consistent with the district's standards on
11 harassment, student relationships, professional communication and confidentiality of student
12 information.

- 13 1. Employees who have a presence on social networking websites are prohibited from posting data
14 documents, photographs or inappropriate information that is likely to create a material and
15 substantial disruption of classroom activity.
- 16 2. Employees are prohibited from accessing personal social networking sites on district computers
17 during working hours except for legitimate instructional purposes.
- 18 3. Employees shall not disclose any confidential information obtained during the course of his/her
19 employment about the school district, any school, individuals or organizations, including students
20 and/or their families.
- 21 4. The Board discourages employees from socializing with students on social networking websites.
22 The same relationship, exchange, interaction, information, or behavior that would be unacceptable
23 in a non-technological medium is unacceptable when done through the use of technology.
24 Employees are strongly discouraged from including current students as "friends," "followers," or
25 any other similar terminology used by various sites without written permission from the student's
26 parent.

- 1 5. Coaches, band directors and other employees who see a need to use social media sites to
2 communicate information about extracurricular clubs, teams or other student groups should
3 establish a dedicated, non-personal social media account for such purposes with permission of the
4 school principal.

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 01/15/09
		Rescinds:	Issued:

1 **CONTENT STANDARDS**

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation
3 of school, teacher and/or district web pages on the Internet. Only those web pages maintained in
4 accordance with Board policy and established procedures shall be recognized as official
5 representations of the district or individual schools. All information on a school or district web page
6 must accurately reflect the mission, goals, policies, program and activities of the school and district.
7 The web page must have a purpose which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for
9 students, parents, and staff in the district;
- 10 2. Public information —intended to communicate information about the schools and district to
11 students, staff, parents, community and the world at large; and
- 12 3. District technology support —intended to provide and respond to instructional and
13 administrative technology needs of students and staff.

14 All material on a school web site shall be either original to the school, in the public domain or posted
15 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
16 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow
17 all applicable copyright laws and guidelines.

18 Web sites developed under contract for the school district or within the scope of employment by
19 district employees are the property of the school district.

20 **PRIVACY STANDARDS**

- 21 1. Because Internet publications are available to the entire world, special care shall be taken to
22 protect the privacy of students and staff. Web pages may not include personally identifying
23 information regarding a student¹ such as: telephone numbers, addresses, names of other family
24 members, names of friends, e-mail addresses, specific location of a student at any given time,
25 grades or any other academic information. No confidential information shall be published on or
26 linked to the web site.
- 27 2. Student work may be published on teacher web pages only with written consent of the student's
28 parent/guardian or the eligible student before each incident of publication. The authoring
29 student shall also sign a copyright consent form.

- 1 3. Links to student e-mail accounts are prohibited.
- 2 4. Pictures of students may be included only under the following conditions:
- 3 • Individual student pictures may be published on the web site only with written consent of
- 4 the student's parent/guardian or eligible student.
- 5 • Pictures of groups of students involved in a school-related activity may be published
- 6 without consent; however, the students shall only be identified by the group name.
- 7 • Students shall not be individually identified in pictures unless there is a special reason for
- 8 doing so, such as recognition for receiving an award. In such cases, the student's
- 9 parent/guardian or eligible student must give written consent.

10 **ADVERTISING/SPONSORSHIPS**

11 Any use of advertising or sponsorships that appears on a school web site must be approved by the

12 principal or the director of schools/designee. Guidelines for approval shall be established by the

13 director of schools/designee and must be consistent with the board's policies and guidelines used in

14 other school and district publications.

15 **ADMINISTRATIVE PROCEDURES**

16 The director of schools shall develop administrative procedures for development of web pages

17 including content, quality and consistency standards.

18 **CONCERNS/COMPLAINTS**

19 Concern about the content of any page(s) created by students or staff should be directed to the building

20 principal or the director of schools' office when related to the district web site. If the concern is not

21 resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration

22 of instructional material.

Legal Reference:

1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)

Cross References:

- Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405

Rutherford County Board of Education

Monitoring: Review: Annually, in June	Descriptor Term: Parent/Family Involvement	Descriptor Code: 4.502	Issued Date: 01/15/09
		Rescinds: 10-2/10-6	Issued:

1 The Rutherford County School System shall be governed by the statutory definition of parent
 2 involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out
 3 programs, activities and procedures in accordance with this definition.¹

4 The Board shall implement the following as required by federal and state legislation:

- 5 • The Rutherford County School System will put into operation activities and procedures for the
 6 involvement of parents in all of its schools. Those programs, activities and procedures will be
 7 planned and operated with meaningful consultation with parents.
- 8 • The Rutherford County School System shall incorporate activities and strategies that support this
 9 districtwide family and community engagement policy.
- 10 • The Rutherford County School System shall include procedures by which parents may learn about
 11 the course of study for their children and have access to all learning materials.
- 12 • The Rutherford County School System shall include strategies for parent participation in the
 13 district’s schools which are designed to improve parent and teacher cooperation in such areas as
 14 homework, attendance and discipline.
- 15 • The Rutherford County School System shall submit any parent comments regarding the plan when
 16 the system presents the plan to he State Department of Education.
- 17 • To the extent practicable, the Rutherford County School System and its schools shall provide full
 18 opportunities for the participation of parents with limited English proficiency, parents with
 19 disabilities, and parents of migratory children, including providing information and school reports
 20 in an understandable and uniform format and including alternative formats upon request, and, to
 21 the extent practicable, in a language parents understand.
- 22 • The Rutherford County School System shall appoint a Family and Community Advisory Council
 23 that will annually assess, through consultation with parents, the effectiveness of the Family and
 24 Community Engagement Program and determine what action needs to be taken, if any, to increase
 25 parental and community participation. In order to accomplish this, each advisory council shall be
 26 composed of representatives from parents of students in elementary, middle and high schools,
 27 community business leaders, a member of the school board, and representatives from the school
 28 district.
- 29 • Every school district shall ensure Title I schools are in compliance with the No Child Left Behind
 30 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.

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 December	Descriptor Term: <b style="text-align: center;">Grading System	Descriptor Code: 4.600	Issued Date: 10/31/18
		Rescinds: 4.600	Issued: 08/16/17

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and
2 assessment for evaluating and recording student progress and to measure student performance in
3 conjunction with board-adopted content standards for grades K-8.¹ The grading/assessment system shall
4 follow all applicable statutes and rules and regulations of the State Board of Education. The
5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes
7 in grades K-3 according to state rules and regulations.²

8 The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the
9 board before the system is implemented.³ These guidelines shall be communicated annually to students
10 and parents/guardians.¹

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades. Conduct grades
12 in K-12 shall be marked as follows:

- 13 • E.....Excellent
- 14 • S.....Satisfactory
- 15 • I.....Improving
- 16 • N.....Needs improving
- 17 • U.....Unsatisfactory

18 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

19 Schools teaching grades nine through twelve shall use the uniform grading system established by the
20 State Board of Education. Using the uniform grading system, students' grades shall be reported for the
21 purposes of application for post-secondary financial assistance administered by the Tennessee Student
22 Assistance Corporation.

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

- 25 • A (93-100)
- 26 • B (85-92)
- 27 • C (75-84)
- 28 • D (70-74)
- 29 • F (0-69)

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

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

- 3 • Honors Courses – three (3) percentage points;
- 4 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment
5 Courses – four (4) percentage points; and
- 6 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
7 International Baccalaureate Courses – five (5) percentage points. Students enrolled in Advanced
8 Placement, Cambridge International, College Level Exam Program (CLEP), and International
9 Baccalaureate courses must sit for the culminating exam in order to receive the additional five
10 (5) percentage points. If a student does not sit for the culminating exam, the District will remove
11 two (2) percentage points on each quarter for the prior school year.

12 Grades at the end of each quarter period will be determined from daily work, homework, written
13 assignments, and tests. The teacher will weigh the value of grades for various assignments and tests
14 within the applicable period in computing the grade. This procedure will enable the teacher to allow for
15 individual student differences in the grading process.

16 The student shall be responsible for making up work missed during excused absences. The work of a
17 student whose grades are satisfactory but are withheld because of failure to complete the required work
18 shall be reported as incomplete (I). An incomplete grade shall be changed to a final grade within the
19 designated time period.

20 A student must attain an average grade of seventy (70) or better to pass a course.

21 If one semester grade is passing and one is failing and the average of the two semesters is below seventy
22 (70), only the semester which is failing must be repeated to earn full credit. The second semester of the
23 course is not required to be completed within the same school year. If one semester is repeated the two
24 grades may be averaged.

25 Exceptions to this policy will be considered by the Board on a case-by-case basis upon a specific school's
26 request and upon recommendation of the Director of Schools.

27 **LOTTERY SCHOLARSHIPS⁴**

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

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

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

37

1 **LOTTERY SCHOLARSHIP DAY**

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

Legal References

1. TRR/MS 0520-01-03-.05(3), SBOE Policy 3.301
2. TCA 49-1-302(e)(2), (g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 08/15/13
		Rescinds: 4.601	Issued: 01/15/09

1 Student progress reports shall be provided at least once during each grading period during the school
2 year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during
3 each school year.¹ Each report shall be signed by the parents and returned promptly to the school.

4 Student progress reports shall indicate the students' conduct, attendance and academic progress and
5 other information necessary to communicate effectively with the parents.

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

11 **DRIVER'S LICENSE REVOCATION**

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

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

16 A copy of the notice sent to the Department of Safety by the attendance teacher or the director of
17 schools or his/her designee shall also be mailed to the student's parent or guardian.²

18 **PARENT CONFERENCES**

19 At least two (2) times during the school year, conferences shall be scheduled in which parents and
20 teachers may discuss any pertinent problems or other matters of concern regarding the development
21 and education of each student. These scheduled conferences shall not use any portion of the 180 days
22 of classroom instruction.³ The director of schools shall be responsible for scheduling and coordinating
23 systemwide conferences.

24 Conferences shall be physically accessible to all students, parents and/or guardians.⁴

Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-511(a)(b);
TCA 55-50-512(a)(d); TCA 55-50-513
3. TCA 49-6-7002
4. 28 CFR § 36.201-2

Cross References:

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

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Grade Point Average (GPA) and Class Rank (9-12)	Descriptor Code: 4.602	Issued Date: 10/31/18
		Rescinds: 4.602	Issued: 03/14/13

1 All students and all subjects (except pass/fail grades) are included in class rank and GPA. The Tennessee
 2 Board of Education's Uniform Grading System will be used for semester grades. GPA and class rank are
 3 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
A=4 QP	93	100	Will include the addition of 3 percentage points to the grades used to calculate the semester average*	Will include the addition of 5 percentage points to the grades used to calculate the semester average.*
B=3 QP	85	92		
C=2 QP	75	84		
D=1 QP	70	74		
F=0 QP	0	69		

4 *Weighting is subject to the grading system requirements outlined in Board Policy 4.600.
 5 Class rank is computed at the end of the 5th and 7th semesters (regular semesters, not summer semesters).
 6 When a course is repeated, BOTH grades become a part of the GPA.

7 **Valedictorian/Salutatorian Criteria**

- 8 1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point
 9 average for grades 9-12 and;
- 10 2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above
 11 honors level courses and;
- 12 3. The valedictorian/salutatorian shall meet all requirements for a student graduating with
 13 honors and a student graduating with distinction pursuant to the Tennessee Board of
 14 Education's criteria. The requirements for valedictorian/salutatorian must be completed by
 15 the end of the 7th semester beginning in the 2014-2015 school year.

16 Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine
 17 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.

Cross References

Grading System 4.600

Graduation Requirements 4.605

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 01/15/09
		Rescinds: 5-51/5-49/6-10	Issued: 02/12/09

1 Students will normally progress annually in sequential order from grade to grade. The professional
2 staff will place students at the grade level best suited to them academically, socially and emotionally.
3 Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of
4 the students. Decisions to retain are subject to review and approval of the principal after consultation
5 with the teacher.

6 In order to enhance the opportunity for remediation, students with problems shall be identified as early
7 as possible in the school year. Parents shall be notified when problems are identified and shall be
8 informed periodically of remedial efforts and given progress reports.

9 Before a student is retained, the parents shall be informed in writing and shall be requested to
10 participate in a conference at least six (6) weeks before the end of the school year.

11 Promotion/Retention in grades K-8 will be based on:

- 12 1. Teachers' recommendation, judgment and evaluation
- 13 2. Grades and daily work
- 14 3. Effort
- 15 4. Maturity (e.g. age, social adjustment)
- 16 5. Mastery of Grade Appropriate Skill in the Core Curriculum

17 Once the decision to retain has been made:

- 18 1. A report of each student retained shall be made to the director of schools;
- 19 2. Documentation verifying student deficiencies shall be placed in the student's record;
- 20 3. Parents shall have the right to appeal any decision through appeal procedures established by
21 board policy; and
22
- 23 4. The teacher shall be consulted at each level of the appeal procedure.

24 Educational experiences for the repeated year shall be varied in order to provide an appropriate
25 instructional program. Variations may include, but are not limited to, the following:

- 26 1. different teacher(s);
- 27 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.

Cross References:

Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing for Credit	Descriptor Code: 4.604	Issued Date: 01/15/09
		Rescinds: 6-19	Issued:

1 Students who are enrolled in grades 9-12 and who have taken the equivalent of high school level
2 courses in elementary grades may earn high school credit(s) for these courses. Students will earn
3 credits toward graduation upon passing a comprehensive written examination.¹ The following
4 standards should be followed:

- 5 1. A student must pass the comprehensive written examination (using a standardized currently
6 adopted textbook produced test whenever possible) with a grade of 70 or above.
- 7 2. Examinations must provide evidence that the student has mastered all of the terminal objectives
8 in the applicable curriculum framework(s) adopted by the State Board of Education.
- 9 3. The comprehensive examination should be given after enrollment in high school.
- 10 4. The examination may be administered only once to each eligible student.
- 11 5. High school credit may not be given by examination in American history.²

12 The director of schools shall develop procedures for:

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

Legal References:

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

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 11/15/16
		Rescinds: 4.605	Issued: 06/09/16

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

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another
6 thus providing for more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Students shall earn 5 units of credit in order to be classified as a sophomore, 11 units of credit to be
11 classified as a junior and 17 units of credit to be classified as a senior.

12 Before high school graduation, every student shall;

- 13 1. Achieve the specified 23 units of credit;
- 14 2. Take the required end of course exams;¹
- 15 3. Have satisfactory records of attendance and conduct,
- 16 4. Take the ACT or SAT in the 11th grade² if enrolled in a Tennessee public school during the 11th
17 grade; and
- 18 5. Complete a United States civics test.

19 The curriculum for homebound students is an integral part of the general curriculum of each school;
20 therefore, homebound students shall also have the same participatory privileges with the following
21 stipulations:

- 22 1. The medical verification of the physical disability of the student to participate is provided to the
23 homebound teacher;
- 24 2. The principal of the school be notified by May 1 of the current year by the homebound teacher
25 of the student's intent to participate in graduation rehearsals and exercises.

26 Students who have completed all graduation requirements will be awarded a regular diploma; students
27 who complete all graduation requirements but have not passed the proficiency test will be awarded a
28 certificate of attendance.

29 Any enrolling or transferring students in grades 11 or 12 that are in the care of or exiting the custody of
30 the Department of Children's Services shall only be required to meet the minimum requirements for
31 graduation established by the state board of education.

1 SPECIAL EDUCATION STUDENTS⁴

2 Special education students who successfully complete their Individualized Educational Program (IEP),
3 pass the required competency assessment and have satisfactory records of attendance and conduct shall
4 be awarded a regular diploma. A special education diploma shall be awarded to students who have
5 satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but who
6 have not met the proficiency testing requirements.⁵

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

- 9 1. satisfactorily completed their IEP;
- 10 2. maintained satisfactory records of attendance and conduct;
- 11 3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
12 (SKEMA);
- 13 4. completed at least four (4) years of high school; and
- 14 5. has two (2) years of paid or non-paid work experience.

15 The decision to attain an occupational diploma shall be made at the conclusion of the student's tenth
16 (10th) grade year, or two (2) academic years prior to the expected graduation date. Students who have
17 received an occupational diploma shall continue to make progress towards a high school diploma until
18 the end of the school year in which they turn twenty-two (22) years old.

19 STUDENT LOAD

20 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the director of schools and then to the board.⁶

23 EARLY GRADUATION⁷

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

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

- 28 1. Earn the required eighteen (18) credits;
- 29 2. Achieve a benchmark score for each required end-of-course exam;
- 30 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 31 4. Meet the minimum ACT or SAT benchmark score (19 or higher on the ACT mathematics
32 subtest or a 460 or higher on the SAT mathematics, 18 or higher on the English subtest and a
33 19 or higher on the ACT reading subtest or 450 or higher on the SAT critical reading subtest);
- 34 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 35 6. Complete at least two (2) credits of the following courses:
 - 36 a. AP;
 - 37 b. IB;
 - 38 c. Dual enrollment; or
 - 39 d. Dual credit.

- 1 The director of schools shall develop administrative procedures to ensure that the early graduation
- 2 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. Public Acts of 2016, Chp. No. 844; State Board of Education Policy 2.103
3. Public Acts of 2016, Chapter No. 499; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.03(6)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

- Basic Curriculum Program 4.201
Class Ranking 4.602

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <h3 style="text-align: center;">Graduation Activities</h3>	Descriptor Code: 4.606	Issued Date: 02/09/17
		Rescinds: 4.606	Issued: 12/12/13

- 1 Students who have met all graduation requirements on the day of graduation may participate in
- 2 graduation ceremonies which are held at the end of the school year. Students who are within two (2) or
- 3 fewer credits of meeting all requirements¹ and can complete the requirements during the summer may
- 4 participate in graduation activities conducted at the end of the summer school session.

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

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

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

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

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

Legal References

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

Cross References

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

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Waivers of Statute, Rules and Regulations	Descriptor Code: 4.607	Issued Date: 01/15/09
		Rescinds:	Issued:

1 If the Board determines that it is in the best interest of the school district, application may be made to
2 the commissioner of education for a waiver of any state board rule or regulation that inhibits or hinders
3 the Board's ability to implement programs designed to improve student achievement.¹ However, the
4 Board will not seek a waiver from those rules and regulations that are specifically excluded by state
5 law.

6 Further, the Board may request from the Commissioner of Education a waiver of state law, rule or
7 regulation from maximum class sizes in the event a natural disaster has caused displaced students to
8 become enrolled in the school district.²

Legal References:

1. Public Acts, 2006, Public Chapter 727
2. Public Acts, 2006, Public Chapter 579

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="margin: 0;">Transcript Alterations</h2>	Descriptor Code: 4.608	Issued Date: 10/31/18
		Rescinds:	Issued:

- 1 Any student transcript alteration shall be supported by documentation.¹ This documentation shall
- 2 include the reason for the transcript alteration and evidence that the student earned the grade reflected
- 3 in the altered transcript.

- 4 Rutherford County Schools shall not retaliate against an employee who brings unauthorized transcript
- 5 alterations to the attention of school officials.¹

- 6 The Director of Schools shall develop administrative procedures to implement this policy.

Legal References

1. Public Acts of 2018, Chapter No. 557

Cross References

Grading System 4.600

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 08/16/17
		Rescinds: 4.700	Issued: 02/09/17

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;^{1,2}
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.

12 The director of schools shall be responsible for planning and implementing the program, which includes:

- 13 1. Determining specific purposes for each test;
- 14 2. Selecting the appropriate test to be given;
- 15 3. Establishing procedures for administering the tests;
- 16 4. Making provision for interpreting and disseminating the results;
- 17 5. Maintaining testing information in a consistent and confidential manner; and
- 18 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
19 special learning program might be necessary.

20 State-mandated student testing programs shall be undertaken in accordance with procedures published
21 by the State Department of Education.³

22 TN Ready⁴ and EOC⁵ scores will be included in students' final grades as follows:

23 2017-2018 school year-15% of the student's final average.

- 1 2018-2019 school year-15% of the student's final average.
- 2 EOC Grade Conversion from raw score to quick score will be the cube root methodology previously
3 used by the Tennessee Department of Education for quick score generation.
- 4 Tennessee Comprehensive Assessment Program and End of Course Exams will not be included in the
5 student's final grades if the District does not receive the scores at least five instructional days before the
6 end of the school year.^{4,5}
- 7 Any test directly concerned with measuring student ability or achievement through individual or group
8 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
9 of the system without first obtaining written consent of the parents or guardians.²
- 10 Results of all group tests shall be recorded on the students' permanent records and shall be made
11 available to appropriate personnel in accordance with established procedures.⁶
- 12 No later than July 31 of each year, the Board shall publish on its website information related to state
13 and board mandated tests that will be administered during the school year. The information shall
14 include:⁷
- 15 1. The name of the test;
 - 16 2. The purpose and use of the test;
 - 17 3. The grade or class in which the test will be administered;
 - 18 4. The tentative date or dates that the test will be administered;
 - 19 5. The time and manner in which parents and students will be notified of the results of the test;
20 and
 - 21 6. How parents can access the questions and answers on their student's state-required tests.⁶
- 22 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall
23 also be placed in student handbooks or other school publications that are provided to parents on an
24 annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. Public Acts of 2017, Chapter No. 192; TCA 49-1-617(b)
5. TRR/MS 0520-01-03-.06(1)(c)(2)
6. TCA 10-7-504
7. TCA 49-6-6007

Cross References

Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date: 01/15/09
		Rescinds: 6-11	Issued:

- 1 Annually, the Board of Education will designate a system testing coordinator who shall be responsible for administering, monitoring and maintaining security of all tests to be administered within the school system. The principal of each school shall serve as or designate a building testing coordinator who shall be responsible for the administering, monitoring and maintaining security of all tests given in his/her school. Test security procedures shall adhere to guidelines issued by the State Department of Education.¹
- 2
- 3 Testing coordinators, test administrators and proctors shall be required to sign a statement that the
- 4 security measures and testing procedures were followed.²
- 5 The director of schools shall report within 24 hours a breach of security to the State Department of
- 6 Education Office of Accountability and any testing irregularity to the Division of State Testing.

Legal Reference:

1. TRR/MS 0520-1-3-.03(9)
2. TCA 49-1-607

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluation of Instructional Program	Descriptor Code: 4.702	Issued Date: 01/15/09
		Rescinds:	Issued:

1 The purposes of evaluation of instruction will be:

- 2 1. To indicate instructional strengths and weaknesses;
- 3 2. To provide information needed for future planning;
- 4 3. To provide data for public information;
- 5 4. To show the relationship between achievement and the school system's stated goals; and
- 6 5. To assess the suitability of the instructional program in terms of community requirements.

7 A continuing evaluation will be conducted at the school and system-wide level. The needs indicated
8 by this evaluation will be listed on a priority basis and school improvement programs will be aimed at
9 meeting these needs. Supervisors of the various instructional programs will report to the Board
10 annually.

Cross References:

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Controversial Issues	Descriptor Code: 4.800	Issued Date: 01/15/09
		Rescinds: 6-17	Issued:

1 The discussion of issues in the classroom which are politically, philosophically or socially
2 controversial shall be relevant to the subject matter being taught, related to educational objectives,
3 appropriate for the age and maturity of students, and shall not materially or substantially disrupt or
4 threaten to disrupt the discipline of the school.

5 To ensure that controversial issues are presented and discussed fairly and objectively and with
6 instruction as their goal, the following guidelines shall be observed:

- 7 1. All personnel will seek to create an atmosphere in which differences of opinion can be voiced
8 without fear and hostility and with mutual respect for all viewpoints;
- 9 2. Teachers will encourage students to withhold judgment and to avoid making of conclusions
10 until all relevant and significant facts have been assembled, critically examined, and checked
11 for accuracy;
- 12 3. Teachers will seek to develop in students a sense of responsibility for their beliefs, opinions,
13 attitudes and actions;
- 14 4. Teachers shall place major emphasis upon “why” and “how” to think rather than “what” to
15 think; and
- 16 5. If the subject matter being taught involves conflicting opinions, theories, or schools of thought,
17 the teacher will ensure that differing sides of an issue are explored in order to help students
18 develop their own critical faculties.

Cross Reference:

Staff Rights and Responsibilities 5.600

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Controversial Materials	Descriptor Code: 4.801	Issued Date: 01/15/09
		Rescinds: 6-27	Issued:

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
2 in an activity.¹ If the request to the teacher is denied then a written request may be submitted on the
3 appropriate form to the principal.
4

5 No student who is granted such a request shall be penalized academically for his/her failure to
6 participate in an activity, read a book or use certain materials. Student may be required to complete an
7 alternative assignment.
8

9 The decision will be made by the director of schools with a right to appeal to the Board.

Legal Reference:

1. TCA 49-6-1001

Cross References:

Textbook Selection, Distribution and Care 4.401
Selection of Instructional Materials 4.402
Reconsideration of Instructional Materials 4.403
Use of the Internet 4.406
Web Pages 4.407

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 06/05/14
		Rescinds: 4.802	Issued: 01/15/09

1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 SCHOOL SPONSORED EVENTS ⁴

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

1 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent
2 or promotes illegal drug use.

3
4 To the extent possible and practical, prior to events in which students will speak, notice shall be
5 provided orally and/or in writing that the student's speech does not reflect the endorsement,
6 sponsorship, position, or expression of the Board and its employees.

7
8 Beginning with the 2015-2016 school year, notice of this policy shall be provided in student
9 handbooks and staff handbooks.

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

Cross References

- Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date: 06/05/14
		Rescinds: 4.803	Issued: 01/15/09

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All
2 students and staff members shall be tolerant of the views of others and not discriminate against anyone for a
3 religious viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from
4 participating in practices which are contrary to their religious beliefs.²

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in
7 the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from
9 discrimination based on the religious content of their submissions. These assignments shall be judged by
10 ordinary academic standards of substance and relevance and against other legitimate academic concerns. A
11 student shall not be penalized or rewarded on account of the religious content of the student's work.¹

12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows:³

14 1. The several holidays throughout the year which have both a religious and a secular basis may be
15 observed in the public schools;⁴

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner
20 and as a traditional part of the cultural and religious heritage of the particular holiday;

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
23 the holiday and are temporary in nature; and

24 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious
25 holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students
26 and staff members shall be excused from participating in practices which are contrary to their religious
27 beliefs.²

Legal References

1. TCA 49-6-1804
2. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
3. Florey v. Sioux Falls, 619 F. 2d 1311 (1980); Washegesic v. Bloomindale Public Schools 813 F. Supp. 559 (1993)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <h3 style="text-align: center;">Religious Content of Courses</h3>	Descriptor Code: 4.804	Issued Date: 06/09/16
		Rescinds: 4.804	Issued: 01/15/09

- 1 Educational content which consists of religious themes shall be presented in a factual, objective, and
 2 respectful manner in accordance with the following guidelines:
- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;
 - 6 2. The inclusion of religion shall be for educational purposes only;¹
 - 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,
 9 foster, or demean any particular religion, religious tenets, or beliefs; and¹
 - 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated.

Legal References

1. Public Acts of 2016, Chapter No. 660

Cross References

- Basic Curriculum Program 4.20
 Staff Rights & Responsibilities 5.600

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Prayer and Period of Silence	Descriptor Code: 4.805	Issued Date: 01/15/09
		Rescinds:	Issued:

1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or
2 school-directed activity¹, but a period of silence² shall be observed.

3 The teacher of the first class of each day shall call the students to order and announce that a moment
4 of silence is to be observed. No other action shall be taken by a teacher other than to maintain silence
5 for the full time.

Legal References:

1. *Lee v. Weisman*, 505 U.S. 112 S. Ct.2649, 120 L. Ed.2d 467 (1992)
2. TCA 49-6-1004; USCA 20 § 7904

Cross Reference:

Student Equal Access 4.802

Rutherford County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 06/07/18
		Rescinds: 1.407	Issued: 11/15/16

1 The Director of Schools shall maintain all school district records required by law, regulation, and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to the District's Public Records
10 Request Coordinator.¹² The Public Records Request Coordinator shall forward requests for inspection
11 or copies of records to the appropriate records custodian¹²

12 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
13 Original documents remain intact and confidential information in copies produced for a requestor shall
14 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

15 **REQUESTS FOR INSPECTION²**

16 Citizens requesting to inspect public records shall submit their request and a government issued photo
17 identification card with the citizen's address to the District's Public Records Request Coordinator
18 during normal business hours. Requests may be made in person or by telephone, fax, mail, or e-mail.
19 The Coordinator shall submit the information to the appropriate records custodian. The Coordinator
20 will contact the citizen and indicate when the records will be available to inspect.

21 If the records cannot be made available within seven (7) business days, the Coordinator shall provide a
22 records production letter indicating the time needed to complete the request.

23 If the request to inspect is denied, the Coordinator shall provide the citizen with a records request
24 denial letter indicating the basis for the denial.

25 **REQUESTS FOR COPIES²**

26 Citizens requesting copies of public records shall complete and submit the Records Request Form and
27 a government issued photo identification card with the citizen's address to the District's Public
28 Records Request Coordinator during normal business hours. The Coordinator shall submit the Records
29 Request Form to the appropriate records custodian.

1 The Coordinator shall provide an estimate of the reasonable costs to produce the requested records.
2 The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
3 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
4 reasonable cost. The Coordinator will provide the citizen with an invoice detailing the charges. The
5 citizen shall pay the estimated reasonable costs by cash or check prior to the District producing the
6 copies.

7 If the records cannot be made available within seven (7) business days, the records custodian shall
8 provide a records production letter indicating the time needed to complete the request.

9 If the request for copies is denied, the records custodian shall provide the citizen with a records request
10 denial letter detailing the basis for the denial.

11 **FREQUENT AND MULTIPLE REQUESTS**

12 When the total number of requests for copies made by a requestor within a calendar month exceeds
13 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
14 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
15 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
16 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
17 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
18 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
19 recorded.

20 **DENYING REQUESTS FOR NONCOMPLIANCE¹³**

21 *Requests to Inspect a Public Record*

22 The District shall deny a request to inspect a public record from any citizen that has:

- 23 a. Made two (2) or more requests to view a public record within a six-month period; and
24
25 b. For each request failed to view the record within fifteen (15) business days of receiving
26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
28 request. The District's Public Records Request Coordinator may waive this denial if he/she determines
29 that failure to view the record was for good cause.

30 *Requests for Copies of Public Records*

31 The District shall deny a request for copies of a public record from any citizen that has:

- 32 a. Been provided with an estimate of the reasonable cost to produce the requested records;
33 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
34 c. Fails to pay the actual cost after the records have been produced.

35 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:^{2,4}

- 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;^{5,6}
- 7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{7,8}
- 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;^{7,8,9}
- 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;^{6,8} and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal, or loss of records.¹⁰

19 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

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**

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)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 12/12/13
		Rescinds: 1.803	Issued: 01/15/09

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.¹ Smoking shall be prohibited
3 in any public seating areas, including but not limited to, bleachers used for sporting events, or public
4 restrooms.²

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.³

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.¹

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: Review: Annually, in June	Descriptor Term: Parent/Family Involvement	Descriptor Code: 4.502	Issued Date: 01/15/09
		Rescinds: 10-2/10-6	Issued:

1 The Rutherford County School System shall be governed by the statutory definition of parent
 2 involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out
 3 programs, activities and procedures in accordance with this definition.¹

4 The Board shall implement the following as required by federal and state legislation:

- 5 • The Rutherford County School System will put into operation activities and procedures for the
 6 involvement of parents in all of its schools. Those programs, activities and procedures will be
 7 planned and operated with meaningful consultation with parents.
- 8 • The Rutherford County School System shall incorporate activities and strategies that support this
 9 districtwide family and community engagement policy.
- 10 • The Rutherford County School System shall include procedures by which parents may learn about
 11 the course of study for their children and have access to all learning materials.
- 12 • The Rutherford County School System shall include strategies for parent participation in the
 13 district’s schools which are designed to improve parent and teacher cooperation in such areas as
 14 homework, attendance and discipline.
- 15 • The Rutherford County School System shall submit any parent comments regarding the plan when
 16 the system presents the plan to he State Department of Education.
- 17 • To the extent practicable, the Rutherford County School System and its schools shall provide full
 18 opportunities for the participation of parents with limited English proficiency, parents with
 19 disabilities, and parents of migratory children, including providing information and school reports
 20 in an understandable and uniform format and including alternative formats upon request, and, to
 21 the extent practicable, in a language parents understand.
- 22 • The Rutherford County School System shall appoint a Family and Community Advisory Council
 23 that will annually assess, through consultation with parents, the effectiveness of the Family and
 24 Community Engagement Program and determine what action needs to be taken, if any, to increase
 25 parental and community participation. In order to accomplish this, each advisory council shall be
 26 composed of representatives from parents of students in elementary, middle and high schools,
 27 community business leaders, a member of the school board, and representatives from the school
 28 district.
- 29 • Every school district shall ensure Title I schools are in compliance with the No Child Left Behind
 30 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.

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: Grade Point Average (GPA) and Class Rank (9-12)	Descriptor Code: 4.602	Issued Date: 10/31/18
		Rescinds: 4.602	Issued: 03/14/13

1 All students and all subjects (except pass/fail grades) are included in class rank and GPA. The Tennessee
 2 Board of Education's Uniform Grading System will be used for semester grades. GPA and class rank are
 3 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
A=4 QP	93	100	Will include the addition of 3 percentage points to the grades used to calculate the semester average*	Will include the addition of 5 percentage points to the grades used to calculate the semester average.*
B=3 QP	85	92		
C=2 QP	75	84		
D=1 QP	70	74		
F=0 QP	0	69		

4 *Weighting is subject to the grading system requirements outlined in Board Policy 4.600.
 5 Class rank is computed at the end of the 5th and 7th semesters (regular semesters, not summer semesters).
 6 When a course is repeated, BOTH grades become a part of the GPA.

7 **Valedictorian/Salutatorian Criteria**

- 8 1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point
 9 average for grades 9-12 and;
- 10 2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above
 11 honors level courses and;
- 12 3. The valedictorian/salutatorian shall meet all requirements for a student graduating with
 13 honors and a student graduating with distinction pursuant to the Tennessee Board of
 14 Education's criteria. The requirements for valedictorian/salutatorian must be completed by
 15 the end of the 7th semester beginning in the 2014-2015 school year.

16 Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine
 17 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.

Cross References

Grading System 4.600

Graduation Requirements 4.605

Rutherford County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 01/15/09
		Rescinds: 5-51/5-49/6-10	Issued: 02/12/09

1 Students will normally progress annually in sequential order from grade to grade. The professional
2 staff will place students at the grade level best suited to them academically, socially and emotionally.
3 Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of
4 the students. Decisions to retain are subject to review and approval of the principal after consultation
5 with the teacher.

6 In order to enhance the opportunity for remediation, students with problems shall be identified as early
7 as possible in the school year. Parents shall be notified when problems are identified and shall be
8 informed periodically of remedial efforts and given progress reports.

9 Before a student is retained, the parents shall be informed in writing and shall be requested to
10 participate in a conference at least six (6) weeks before the end of the school year.

11 Promotion/Retention in grades K-8 will be based on:

- 12 1. Teachers' recommendation, judgment and evaluation
- 13 2. Grades and daily work
- 14 3. Effort
- 15 4. Maturity (e.g. age, social adjustment)
- 16 5. Mastery of Grade Appropriate Skill in the Core Curriculum

17 Once the decision to retain has been made:

- 18 1. A report of each student retained shall be made to the director of schools;
- 19 2. Documentation verifying student deficiencies shall be placed in the student's record;
- 20 3. Parents shall have the right to appeal any decision through appeal procedures established by
21 board policy; and
- 22 4. The teacher shall be consulted at each level of the appeal procedure.

24 Educational experiences for the repeated year shall be varied in order to provide an appropriate
25 instructional program. Variations may include, but are not limited to, the following:

- 26 1. different teacher(s);
- 27 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.

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

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

3 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

13 Student attendance records shall be given the same level of confidentiality as other student records. Only
14 authorized school officials with legitimate educational purposes may have access to student information
15 without the consent of the student or parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee. If
17 an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to
18 school from said absence.

19 Out-of-school suspension days will be considered unexcused absences and students absent for out-of-
20 school suspension shall be allowed to make up the work missed within five (5) days of returning to
21 school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken
22 for the day missed, no deduction in grades will occur because of the absence.

23 Excused absences shall include:⁴

- 24 1. Personal illness/injury
 - 25 a. A note from the student's parent/guardian or legal custodian will be required upon the
26 student's returning to school. The note should include the reason(s) for and the date(s)
27 of the absence. Upon returning to school, a student has five (5) school days in which
28 to submit a note. After that time period has elapsed, the absence(s) will become
29 permanently unexcused.

- 1 b. The school may accept a written note from a parent/guardian or legal custodian
2 verifying a student's illness for up to a total of ten (10) accumulated days during the
3 school year. However, if a student is absent due to illness more than a total of ten
4 (10) accumulated days, a doctor's note specifying inclusive dates for the illness must
5 be submitted in order for any subsequent absences due to illness to be excused.
6

7 2. Illness of immediate family member

- 8 a. A doctor's statement may be required after three (3) days. Immediate family member
9 is defined as a student's parent/guardian or sibling.
10

11 3. Death in the family

- 12 a. One day shall be excused for death of family members. Additional days will be
13 excused at the discretion of the principal.

- 14 b. If the death is not of a family member, the principal may approve as an unexcused
15 absence with appropriate documentation.

16 4. Extreme weather conditions

17 5. Religious observances⁵

18 6. Military Service of Parent/Guardian

- 19 a. School principals shall provide students with a one-day excused absence prior to the
20 deployment of and a one-day excused absence upon the return of a parent/guardian
21 or immediate family member serving active military service.
22

- 23 b. Principals shall also allow up to ten (10) excused cumulative absences per year for
24 students to visit a parent/guardian during a deployment cycle. The student shall
25 provide documentation to the school as proof of his/her parent's/guardian's
26 deployment. Students shall be permitted to make up schoolwork missed during these
27 absences.⁶

28 7. Pregnancy

29 8. School sponsored or school endorsed activities⁷

30 9. Summons, subpoena, or court order

- 31 a. Written verification of the appearance and the time involved must be submitted
32 upon the student's return to school. These excuses may be obtained through the
33 Court Clerk's office.
34

35 10. Circumstances which in the judgment of the principal create emergencies over which the
36 student has no control.

37 The principal shall be responsible for ensuring that:⁸

- 38 1. Attendance is checked and reported daily for each class;
39
40 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent

- 1 for the majority of the day;
- 2 3. All student absences are verified;
- 3 4. Written excuses are submitted for absences and tardiness; and
- 4 5. System-wide procedures for accounting and reporting are followed.

5 **TRUANCY**

6 *General*

7 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted
8 present. Students receiving special education services may attend part-time days, alternating days, or for
9 a specific amount of time as indicated in their Individualized Education Plan.⁹

10 If a student is required to participate in a remedial instruction program outside of the regular school day
11 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences
12 from these programs shall be reported in the same manner.¹⁰

13 Students who are absent five (5) days without adequate excuse shall be reported to the Director of
14 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
15 absence. The Director of Schools/ designee shall also comply with state law regarding the reporting of
16 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences,
17 then he/she is subject to referral to juvenile court.⁸

18 The Director of Schools/designee shall develop appropriate administrative procedures to implement this
19 policy.

20 *Progressive Truancy Intervention Plan*¹¹

21 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
22 framework outlined below.

23 **Tier I**

- 24 1. A conference with the student and the student's parent/guardian;
- 25
- 26 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and
27 an attendance officer. The contract shall include:
 - 28
 - 29 a. A specific description of the school's attendance expectations for the student;
 - 30 b. The period for which the contract is effective. The term of the contract must not exceed
31 ninety (90) school days or continue beyond the last day of the semester, whichever comes
32 first; and
 - 33 c. Penalties for additional absences and alleged school offenses, including additional
34 disciplinary action and potential referral to juvenile court; and
 - 35
- 36 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.¹²

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

1 related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an
2 excused tardy when late to school, the student must either:

- 3
- 4 a. A doctor's statement;
- 5 b. An official court notice; or
- 6 c. A parent conference or a parent's telephone call and approval by the administration.
7 (Personal illness would be excused.)

8 **STATE-MANDATED ASSESSMENT**

9 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
10 must have been given an excused release by the principal prior to testing to receive an excused absence.
11 Students who have excused absences will be allowed to take a make-up exam. Excused students will
12 receive an incomplete in the course until they have taken the EOC exam.

13 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
14 be averaged into their final grade.

15 **CREDIT/PROMOTION DENIAL**

16 Credit/promotion denial determinations may include student attendance; however, student attendance
17 may not be the sole criterion.¹³ If attendance is a factor, prior to credit/promotion denial, the following
18 shall occur:

- 19 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion
20 denial due to excessive absenteeism.
21
- 22 2. Procedures in due process are available to the student when credit or promotion is denied.

23 **DRIVER'S LICENSE REVOCATION**²

24 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
25 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

26 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
27 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

28 **ATTENDANCE HEARING**¹⁴

29 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
30 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
31 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or
32 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The
33 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if
34 the student has met attendance requirements that will allow him/her to pass the course or be promoted.
35 Upon notification of the attendance committee decision, the principal shall send written notification to
36 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.

 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

 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: Review: Annually, in March	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 10/31/18
		Rescinds: 6.313	Issued: 06/16/11

1 Students are expected to conform to the rules and regulations of the school system and apply
2 themselves to the learning process.

3
4 The following levels of misbehavior and disciplinary procedures and options are designed to protect
5 all members of the educational community in the exercise of their rights and duties.¹

6 **MISBEHAVIORS: LEVEL I**

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

10 *Examples (not an exclusive listing)*

- 11 • Classroom disturbances
- 12 • Classroom tardiness
- 13 • Cheating and lying
- 14 • Abusive language
- 15 • Non-defiant failure to do assignments or carry out directions
- 16 • Wearing, while on the grounds of a public school during the regular school day, clothing
17 that exposes underwear or body parts in an indecent manner that disrupts the learning
18 environment²
- 19 • Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing
- 20 • Any of the above listed behaviors committed on a school bus or at a school bus stop

21 *Disciplinary Procedures*

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

28 *Disciplinary Options*

- 29 • Verbal reprimand
- 30 • 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

1 *Disciplinary Options*

- 2 • In-school suspension
- 3 • Detention
- 4 • Corporal punishment
- 5 • Restitution from loss, damage, or stolen property
- 6 • Out-of-school suspension not to exceed ten (10) days
- 7 • Social adjustment classes
- 8 • Transfer
- 9 • Long-term out-of-school suspension

10 **MISBEHAVIORS: LEVEL IV**

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

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

18 *Examples (not an exclusive listing)*

- 19 • Continuation of unmodified Level I, II, and III behaviors
- 20 • Death threat (hit list)
- 21 • Extortion
- 22 • Bomb threat
- 23 • Vandalism
- 24 • Theft/possession/sale of stolen property
- 25 • Arson
- 26 • Marketing/Possession/distribution/sale/transfer of any substance which is represented to
 27 be or is substantially similar in color, shape, size or markings to a controlled substance
- 28 • Possession/use/sale/transfer of alcoholic beverages
- 29 • Possession/distribution of any drug paraphernalia
- 30 • Use/transfer of unauthorized substances
- 31 • Harassment (Sexual, Racial, Ethnic, Religious, Disability), Bullying, Cyber-bullying,
 32 and/or Hazing
- 33 • Any of the above listed behaviors committed on a school bus or at a school bus stop

34 *Zero Tolerance Violations*

- 35 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
 36 employee of the school, or a school resource officer.
- 37 • Aggravated assault.
- 38 • Possession/use/transfer of dangerous weapons.

- 1 • Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other
2 controlled substance (including marijuana).
- 3 • Unlawfully using or being under the influence of any narcotic or stimulant drug,
4 prescription drug, or any other controlled substance (including marijuana).
- 5 • Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any
6 other controlled substance (including marijuana).
- 7 • Vandalism of school property which results in the student being criminally charged with
8 vandalism over \$500 pursuant to T.C.A. § 39-14-408.
- 9 • Sexual misconduct that results in the student being criminally charged with sexual
10 battery, sexual assault, indecent exposure, rape or aggravated sexual battery.
- 11 • Electronic threat to cause bodily injury or death to another student or school employee.

12 *Disciplinary Procedures*

- 13 • The principal confers with appropriate staff members and with the student.
- 14 • The principal hears the accusations and allows the student the opportunity to explain
15 his/her conduct.
- 16 • The parent(s)/guardian(s) are notified.
- 17 • Law enforcement officials are contacted.
- 18 • The incident is reported, and recommendations are made to the Director of Schools.
- 19 • Complete and accurate reports are submitted to the Director of Schools.
- 20 • The student is given a hearing before the disciplinary hearing authority.

21 *Disciplinary Options*

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

30 **ADDITIONAL GUIDELINES:**

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

Legal References

1. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
2. TCA 49-6-4009

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: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Corporal Punishment</h2>	Descriptor Code: 6.314	Issued Date: 10/31/18
		Rescinds: 6.314	Issued: 12/03/09

1 Any principal, assistant principal, or any teacher with the approval of the principal may use corporal
 2 punishment in a reasonable manner against a student for good cause in order to maintain discipline and
 3 order within the public schools in accordance with the following guidelines:¹

- 4 1. Corporal punishment shall be administered only after other less stringent measures have failed
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
- 7 2. The instrument to be used shall be approved by the principal;
- 8 3. Corporal punishment shall be reasonable;
- 9 4. Corporal punishment shall be administered in the presence of another professional employee;
- 10 5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
 11 the apparent motive and disposition of the student, and the influence of the student's example
 12 and conduct on others;
- 13 6. The parent/guardian or legal custodian of each child enrolled in the Rutherford County School
 14 System shall be required to execute a consent form annually and upon enrollment regarding the
 15 use of corporal punishment for their child. The form will be contained in the Student Handbook
 16 and Code of Discipline and will give the following options:
 17 a. I do not want my child paddled under any circumstances. I will come to the school
 18 immediately when requested.
 19 b. I want to be contacted before my child is paddled.
 20 c. Use principal/assistant principal's discretion and School Board Policy for determining if
 21 my child should be paddled. I understand that I will be contacted prior to my child being
 22 paddled.
 23
- 24 7. If a student has a disability, corporal punishment shall be administered only when the school has
 25 received written parental permission. The parental permission must include the type of corporal
 26 punishment that is allowed and the circumstances under which it is permitted. This information
 27 will be kept on file at the school. It may be revoked at any time; and
- 28 8. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

29 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 30 misconduct, the type of corporal punishment administered, the name of the person administering the
 31 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.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

Discipline Procedures 6.313
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspensions, Expulsion, Remand	Descriptor Code: 6.316	Issued Date: 08/15/13
		Rescinds: 6.316	Issued: 11/29/12

DEFINITIONS:¹

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:²

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;³
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).;

- 1 10. Assaulting a principal or teacher with vulgar, obscene or threatening language;
- 2 11. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³
- 3 12. Engaging in behavior which disrupts a class or school-sponsored activity;
- 4 13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive
5 or destructive device including chemical weapons on school property or at a school sponsored
6 event;
- 7 14. Two (2) or more students initiating a physical attack on an individual student on school
8 property or at a school activity, including travel to and from school;
- 9 15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
10 persons or property or disrupts the educational process;
- 11 16. Any other conduct prejudicial to good order or discipline in any school; and
- 12 17. Any zero tolerance offense as defined in Policy 6.313.

13 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
14 defense under a reasonable belief that the student, or another to whom the student was coming to the
15 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
16 the student may not face any disciplinary action.⁴

17 **IN-SCHOOL SUSPENSION:**⁵

- 18 1. Students given an in-school suspension in excess of one (1) day from classes shall attend
19 either special classes attended only by students guilty of misconduct or be placed in an
20 isolated area appropriate for study; and
- 21 2. Personnel responsible for in-school suspension will see that each student is supervised at all
22 times and has textbooks and classwork assignments from his/her regular teachers. Students
23 given in-school suspension shall be required to complete academic assignments and shall
24 receive credit for work completed.

25 **PROCEDURES FOR IN-SCHOOL SUSPENSION:**⁶

- 26 1. Unless the student's continued presence in the school, class or school-related activity presents
27 an immediate danger to the student or other persons or property, no principal shall
28 suspend/expel any student until that student has been advised of the nature of his/her
29 misconduct, questioned about it, and allowed to give an explanation.
- 30 2. Upon suspension/expulsion of any student (other than for in-school suspension of one (1) day
31 or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and
32 director of schools.

- 1 3. The principal shall notify the parent or guardian and the director of schools or designee in
2 writing:
- 3 a. Of the suspension/expulsion and the cause for it; and
4 b. A request for a meeting with the parent or guardian, student and principal, to be held as
5 soon as possible, but no later than five (5) days following the suspension/expulsion.
6 c. of the cause of the suspension, of the conditions of readmission, which may include, at
7 the request of either party, a meeting of the parent/guardian, student and principal.
- 8 4. Immediately following the scheduled meeting, whether or not attended by the parent or
9 guardian or student, the principal shall determine the length of the suspension/expulsion and
10 set conditions for readmission. If the principal determines the length of the suspension to be
11 between six (6) and the maximum of ten (10) days, the principal shall develop and implement
12 a plan for correcting the behavior when the student returns to school.
- 13 5. If at the time of the suspension the principal determines that an offense has been committed
14 which, in the judgment of the principal would justify a suspension/expulsion for more than
15 ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified
16 period of time or upon such terms and conditions as are deemed reasonable.
- 17 6. The principal shall immediately give written or actual notice to the parent or guardian and the
18 student of the right to appeal the decision to suspend/expel/remand for more than ten (10)
19 days. The notice shall include a statement that, unless the student's parent or guardian
20 requests an open hearing in writing within five (5) days of receipt of the notice, any hearing
21 will be closed to the public. All appeals must be filed, orally or in writing, within five (5)
22 days after receipt of the notice and may be filed by the parent or guardian, the student or any
23 person holding a teaching license who is employed by the school system if requested by the
24 student.
- 25 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority
26 appointed by the Board.
- 27 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the
28 student shall be permitted to take such final examinations or submit such required work as
29 necessary to complete the course of instruction for that semester, subject to conditions
30 prescribed by the principal.

 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

 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: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 06/05/14
		Rescinds: 6.317	Issued: 01/15/09

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended
2 for more than ten (10) school days. 1 The Board shall appoint members to the DHA which shall consist
3 of three (3) members, (maximum number must not exceed total membership of Board) at least one (1)
4 of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms
5 and subject to reappointment. Board members shall not serve on the DHA.

6 The director of schools shall appoint a chairman of the DHA from the members appointed by the
7 Board. The chairman shall perform the following duties:

- 8 1. Identify the members of the DHA assigned to hear each individual case;
- 9 2. Prepare and disseminate the minutes of each meeting;
- 10 3. Set the time, place and date for each hearing;
- 11 4. Notify appropriate persons of each hearing as soon as possible after receiving the request for the
12 hearing; and
- 13 5. Sign and maintain a copy of minutes or report of each meeting.

14 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide
15 written notification to the parent or guardian of the student, the student, and any other appropriate
16 person of the time, place and date of the hearing.

17 Each hearing shall be conducted by the DHA, and no member of the DHA shall be from the home
18 school of the suspended student. Each hearing must be held, each decision must be rendered, and
19 notification of the decision must be provided to the parents and/or student and the principal no later
20 than ten (10) days after the beginning of the suspension. Notification shall include a statement of the
21 right of either party within five (5) days after receiving the decision to request a review by the Board.

22 The DHA may take the following disciplinary actions: ²

- 23 1. Affirm the decision of the school principal;
- 24 2. Order removal of the suspension unconditionally;
- 25 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;

1 4. Assign the student to alternative program; or

2 5. Suspend the student for a specified period of time.*

3 If the student, principal, principal-teacher or assistant principal requests a review, then the Board shall
4 either review the record or grant a second hearing.

5 If the Board chooses to review the record it shall;

6 1. Affirm the decision of the hearing authority; or

7 2. Modify the decision to a lesser penalty*; or

8 3. Grant a hearing before the Board.

9 If the Board chooses to grant a hearing, it may:

10 1. Affirm the decision of the hearing authority; or

11 2. Modify the decision in any manner*; or

12 3. Impose a more severe penalty than that of the hearing authority.

13 The notice of hearing shall include a statement that, unless the student's parent or guardian requests an
14 open hearing in writing within five (5) days of the receipt of the notice, any hearing will be closed to
15 the public, except in the case of zero tolerance offenses.

16 *Note: Zero tolerance offenses as set forth in the statute require mandatory calendar year expulsion or
17 assignment to alternative placement for a calendar year unless modified by the director of schools.
18

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)

Cross References

- Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316

Rutherford County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 12/03/09
		Rescinds: 6.409	Issued: 01/15/09

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.^{1,2} 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.¹

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.¹

The person reporting shall be immune from liability³ and his identity shall remain confidential except when the juvenile court determines otherwise.⁴

The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.⁵ 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.⁶

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations⁷ 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.⁸

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)

Cross Reference:

Interrogations and Searches 6.303

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Course Access Program	Descriptor Code: 4.806	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Course Access Program Act allows students in Grades Seven through Twelve (7-12) to enroll in a course
 2 access course offered by an approved Course Provider. A course access course must be approved by the State
 3 Board of Education and must be included in the listing of courses in the course access catalog and is offered by
 4 an approved course access provider.¹

5
 6 **ELIGIBLE STUDENTS**

7 Students enrolled in Rutherford County Schools in Grades Seven through Twelve (7-12) are eligible to
 8 participate in the course access program, provided:²

- 9
- 10 1. The student meets all the prerequisite requirements for the course access course; and,
 - 11 2. The student is unable to enroll in a comparable course at the student’s school of zone because either:
 - 12 a. A comparable course is not offered; or
 - 13 b. A legitimate situation exists that prevents the student from enrolling in a comparable course.

14
 15 A participating student may enroll in no more than two (2) course access program courses, unless Rutherford
 16 County Schools approves the student to take additional courses.

17
 18 For the first two (2) course access program courses in which a participating student enrolls, Rutherford County
 19 Schools will pay the required tuition and fees to the Course Provider. If Rutherford County Schools approves a
 20 student to take more than two (2) course access program courses then:³

- 21 1. The student shall be responsible for paying to the Course Provider any required tuition and fees for all
 22 additional courses beyond the two (2) courses permitted by state statute; and
- 23 2. Rutherford County Schools shall award credit to the student upon successful completion of the
 24 additional courses.

25
 26 **ENROLLMENT DENIAL**

27 Rutherford County Schools may reject a student's course enrollment request if the course enrollment for the
 28 student does not comply with statutory requirements.⁴

29
 30 The administration of an eligible student’s school may disapprove an eligible student’s enrollment in a course
 31 access course if:⁵

- 32 1. The student does not meet the prerequisite requirements for the course;
- 33 2. A comparable course is offered and available to the student within the Rutherford County Schools
 34 District;
- 35 3. The eligible student’s enrollment in the course access course would exceed the requirements for a
 36 normal full course load as established by Rutherford County Schools; or

¹ TCA 49-18-102
² TCA 49-18-103(e)
³ TCA 49-18-103(c)(1-2)
⁴ TCA 49-18-103(b)(1)
⁵ TRR/MS 0520-01-14-.03(5)(a-d)

1 4. Participation in the course access course is not logistically possible.
2

3 If an eligible student has been disapproved for enrollment in a course access course, the eligible student may
4 appeal to the Assistant Superintendent for Curriculum and Instruction, who will review the appeal and make a
5 final determination.⁶ At the time of disapproval, the school shall provide written notice to students and their
6 parent/guardian of their right to appeal the denial of course access course enrollment.⁷
7

8 **WITHDRAWAL**

9

10 An eligible student may withdraw from a course access course within the withdrawal period in accordance with
11 the Course Provider's withdrawal procedures. Students who withdraw from a course access course shall enroll
12 in a course in Rutherford County Schools to satisfy course load requirements.⁸

⁶ TRR/MS 0520-01-14-.03(6)

⁷ TRR/MS 0520-01-14-.03(7)

⁸ TRR/MS 0520-01-14-.03(9)