

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

**AUGUST 8, 2024  
5:30 P.M.**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**Work Session:** Coy Young, asked John McDaniel to lead the pledge

**Board Meeting:** Coy Young

**3. MOMENT OF SILENCE**

**4. APPROVAL OF AGENDA**

**Recommended Motion - to approve the agenda as presented.**

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

**A. Minutes: July 17, 2024, Board Meeting Minutes**

**Minutes: July 15, 2024, Policy Committee Minutes**

**Minutes: July 31, 2024, Special Called Policy Minutes**

**B. Bids:**

**Bid #3750 Custodial Supplies**

**Request to purchase UTV for Blackman High School**

**Request for purchase of a golf cart for LaVergne Middle School**

**C. Hometown Ticketing App**

**Siegel High School (other schools will want it also) has requested permission to use Hometown Ticketing software for on-line ticket sales for both athletic and non-athletic events. The ticket purchasers will pay the fees, and the school will receive 100% of the ticket price. For most regular season events, the convenience fee passed along to the fan is \$1.00 + 2.9% + \$.30.**

**D. Nepotism:**

**Samantha Murray – Sped EA – LaVergne Lake Elementary**

**Helen Charlene Rosson – Sped EA – Buchanan Elementary**

**Grace Gillespie – EA – Rocky Fork Middle**

**Avery Rutland – Sped EA – Blackman Middle**

**Olivia Gregg – Ancillary EA – Blackman Middle**

**Kelsey Drayton – Sped Ancillary EA – Rock Springs Elementary**

**Kayla Davenport – Sped Bus Aide – Central Office**

**E. Community Use of Facilities**

## **FACILITIES USE**

8/8/2024

### **Fees**

Oakland High	Near Post, LLC, soccer program, stadium/track, 9/7/24 – 6/30/25, \$115 per hour
Siegel High	Boro Rippers Baseball, practice, sports field, 8/1/24 – 11/8/24, 8/1/24 – 11/8/24, \$30 per day, *retro review
Siegel High	Murfreesboro Little League, practice, sports field, 8/12/24 – 10/28/24, \$36 per practice
Siegel High	TN Tempo FC, games, stadium/track, 8/8/24 – 7/8/25, \$150 per game
Whitworth-Buchanan Middle	New Vision Baptist Church, small groups, classrooms & cafeteria, 8/4/24 – 6/1/25, \$2112
Whitworth-Buchanan Middle	New Vision Baptist Church, Easter services, auditorium, classrooms & cafeteria, 4/18/25 – 4/20/25, \$1,195
Whitworth-Buchanan Middle	New Vision Baptist Church, class, classroom, 7/14/24, \$15, *retro review

### **No Fees**

Blackman High	Blackman High Wrestling Club, practice, gym, 7/1/24 – 7/1/25, no fees, *retro review (revised request, previously approved 7/17/24)
Brown's Chapel Elementary	Boy Scouts Pack 320, meetings, cafeteria, 8/10/24 – 5/31/25, no fees
Brown's Chapel Elementary	Smyrna Junior Basketball League, practice, gym, 11/4/24 – 3/14/25, no fees
Kittrell Elementary	Robert Peay Jr. meeting, gym, 8/22/24, no fees
La Vergne High	City of LaVergne Fire & Rescue, swim test, pool, 7/16/24 – 7/19/24, no fees

Smyrna Primary	Smyrna Junior Basketball League, practice, gym, 11/4/24 – 3/14/25, no fees
Stewartsboro Elementary	Smyrna Junior Basketball League, practice & games, gym, 11/4/24 – 3/15/25, no fees
Stewarts Creek High	Tennessee Valley Winds, rehearsals, band room, 9/3/24 – 5/13/25, no fees, **In-Kind Agreement

Note: Facility use prior to 8/8/24 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.**

#### **F. Renewals:**

**The following companies are recommended for yearly renewals for the 2024-2025 school year for the Special Education Department:**

**Special Kids – Hourly rates for therapy \$84.00 per hour. Daily rates for nursing services are \$190.00 per day.**

**All funding from Special Education General Purpose Funds.**

#### **G. Stipends:**

**Miller Raybon at Siegel High - SIOP training on July 25 and 26 (\$500).**

**Frank Salisbury at Rockvale High - SIOP training on July 25 and 26 (\$500).**

**ESL Curriculum Writers - \$50/hour up to 40 hours out of Title III funds:**

**A. Jody Moore and Casey Wood**

**B. To start ASAP and continue throughout 2024-25**

#### **H. Salary Supplements and Contract Payments:**

<b>Name-Certified</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Travis Rutland	\$2,000.00	Blackman Middle School	School Funds- Various Athletic Accts.	Summer Mowing & Field Maintenance
Robert Curtis Bell	\$1,100.00	Blackman High School	School Funds - Basketball	Kids Camp Coach
Emanuel Chestnutt*3	\$300.00	Blackman High School	School Funds - Basketball	Kids Camp Coach

Brad Frazier	\$1,500.00	Blackman High School	School Funds - Baseball	Summer Mowing
Gregory Jones*3	\$300.00	Blackman High School	School Funds - Basketball	Kids Camp Coach
Juliet Oncale*3	\$300.00	Blackman High School	School Funds - Basketball	Kids Camp Coach
Isiah Phillips	\$1,500.00	Blackman High School	School Funds - Basketball	Kids Camp Coach
Barry Wortman	\$6,400.00	Blackman High School	School Funds - Basketball	Kids Camp Director
Todd Williamson	\$600.00	Eagleville High School	School Funds - Football	Summer Mowing & Field Maintenance
Ali S. Arman	\$1,800.00	Riverdale High School	School Funds- Boys Soccer	Directing and Running Soccer Camp
Ray Bennett*6	\$5,000.00	Central Magnet School	School Funds - Various	Bus Driver
Jason Patterson*6	\$5,000.00	Central Magnet School	School Funds - Various	Bus Driver
Jay Windham*6	\$5,000.00	Central Magnet School	School Funds - Various	Bus Driver
Doug Worsley*6	\$5,000.00	Central Magnet School	School Funds - Various	Bus Driver
Patricia Flowers	\$3,000.00	Siegel High School	School Funds - Boys/Girls Volleyball	Camp, Playday, Tournament Director, Boys Volleyball Coach
Meghan Jonakin	\$1,750.00	Siegel High School	School Funds - Volleyball	Assistant Coaching
Conner Boyd	\$1,130.00	Smyrna High School	School Funds - Baseball	Summer Baseball Activities 2024
Debra Burton	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)

Michael Chester	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Thomas Chesnut	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Tuba Section Coaching
Alexis Yatuzis - Derryberry	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Elijah C. Gilmore	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Brittany N. Belcher Jerrell	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Nicollete Lyons	\$5,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Alison Mader	\$8,000.00	Stewarts Creek High School	School Funds + Stewarts Creek High School Music Boosters	Color Guard Instruction
Athletic Trainers	\$30/hour	All Schools	School Funds + Booster Funds	Special events overage by Athletic Trainers
<b>Name-Non-Faculty</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Jae White	\$1,000.00	Blackman Middle School	School Funds	Coaching
Rex W. Davis	\$500.00	Blackman High School	BHS Band Boosters	Drumline Instructor
Keith Dudek	\$500.00	Blackman High School	BHS Band Boosters	Drumline Instructor
Oakley Hinds	\$900.00	Eagleville High School	School Funds - Band	Leading Sectional Rehearsals

Kyle Hughes	\$500.00	Oakland High School	School Funds - Wrestling	Assistant Coaching
Veronica Brown*7	\$500.00	Riverdale High School	School Funds- Dance	Coaching
Katherine Elisabeth Aydelott	\$50.00 / Lesson	Rockvale High School	School Funds - Band	Private Music Lessons
Osten Collins	\$1,000.00	Rockvale High School	School Funds - Band	Marching Band Staff
Keith Dudek	\$2,000.00	Rockvale High School	School Funds - Band	Band Sectionals
David Humbertson	\$50.00 / Hour of Service	Rockvale High School	School Funds - Band	Low Brass Lessons
Stuart McMullen	\$200.00	Rockvale High School	School Funds - Band	Sectionals
Adam Revett	\$200.00	Rockvale High School	School Funds - Band	Sectionals
Stephen Davis	\$250.00	Siegel High School	Siegel High School Band Boosters	Marching Band Instruction + Music Teacher
Jacob Marlow	\$25 / Lesson	Smyrna Middle Scholl	School Funds - Band	Private Lessons
Bo Clayton	\$600.00	Smyrna High School	SHS Band Boosters	Trumpet Sectionals
Roland Barber	\$50 / Hour	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Roland Barber	\$25 / Lesson	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Annie Sarah Chapman	\$1,500.00	Stewarts Creek High School	School Funds	Accompanist/Choral Clinician
Annie Sarah Chapman	\$41 / Minute Lesson	Stewarts Creek High School	School Funds	Voice Coach

Annie Sarah Chapman	\$25 / Minute Lesson	Stewarts Creek High School	School Funds	Voice Coach
Benjamin Easley	\$5,000.00	Stewarts Creek High School	School Funds + SCM Music Boosters	Music Arrangement Services
Andre Espinoza	\$500.00	Stewarts Creek High School	School Funds + SCM Music Boosters	Percussion Camp Instruction
Jennifer Fernandez	\$4,000.00	Stewarts Creek High School	School Funds	Summer Mowing & Field Maintenance
Robert Heale	\$500.00	Stewarts Creek High School	School Funds + SCM Music Boosters	Percussion Camp Instruction
William Moore	\$8,000.00	Stewarts Creek High School	School Funds + SCM Music Boosters	Band Camp - Summer (Marching) & Winter (Concert)
Jovan Quallo	\$50 / Hour	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Jovan Quallo	\$25 / Lesson 25 Minutes	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Lynile Simpson	\$50 / Hour	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Lynile Simpson	\$25 / 25 Minute Lesson	Stewarts Creek High School	School Funds + SCM Music Boosters	Private Lessons + Sectionals/Masterclass
Kristine Smith	\$1,500.00	Stewarts Creek High School	School Funds	Accompanist/Choral Clinician
Kristine Smith	\$41 / Minute Lesson	Stewarts Creek High School	School Funds	Voice Coach
Kristine Smith	\$25 / Minute Lesson	Stewarts Creek High School	School Funds	Voice Coach
<b>Name-Classified</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Brandon Utley	Hourly Overtime Rate	Oakland High School	School Funds or Outside Groups / Use of Facilities	Additional Custodial Work for 2024-2025 School Year

Jesse Charles	Hourly Overtime Rate	Siegel High School	School Funds or Outside Groups / Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Jamie Sellers	Hourly Overtime Rate	Siegel High School	School Funds or Outside Groups / Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Brittany Sellers	Hourly Overtime Rate	Siegel High School	School Funds or Outside Groups / Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Amy Tucker	Hourly Overtime Rate	Siegel High School	School Funds or Outside Groups / Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Hayden Iwanciw	Hourly Overtime Rate	Cedar Grove Elementary	School Funds or Outside Groups/Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Thomas Wayne Bures	Hourly Overtime Rate	Cedar Grove Elementary	School Funds or Outside Groups/Use of Facilities	Additional Custodial Work for 2024-2025 School Year
Somok Chanthavong	Hourly Overtime Rate	Cedar Grove Elementary	School Funds or Outside Groups/Use of Facilities	Additional Custodial Work for 2024-2025 School Year

- 1 Approved previously for an amount \$500 or greater
- 2 Overtime rate for special events
- 3 Anticipate amounts over \$500 this school year
- 4 Amend prior approval
- 5 Less than \$500 but part of event total
- 6 Must have the approval of the Transportation Department
- 7 Classified Employee (with approved agreement)
- 8 Regular Rate - Part time employee

#### **I. Non-Faculty Volunteer Coaches:**

According to the 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 2024-2025 school year:**

NAME	SCHOOL	SPORT
Davis, Rex	Blackman High	Band
Collins, Osten	Rockvale High	Band
Dudek, Keith	Rockvale High	Band

Humbertson, David	Rockvale High	Band
Clayton, Gary (Bo)	Smyrna High	Band
Marlow, Jacob	Smyrna Middle	Band
Chapman, Annie Sarah	Stewarts Creek High	Choir
Smith, Kristine	Stewarts Creek High	Choir
Barber, Roland	Stewarts Creek Middle	Band
Simpson, Lynlie	Stewarts Creek Middle	Band
Quallo, Jovan	Stewarts Creek Middle	Band
Riggs, Joanna	Whitworth-Buchanan Middle	Band
Selvidge, Jeremy	Blackman High	Cross Country/Track
Selvidge, Kristie	Blackman High	Cross Country/Track
Gregory, Kevin	Blackman Middle	Football
Molina, Tony	Blackman Middle	Football
Peterkin, Elisa	Blackman Middle	Girls Basketball
Speight, David	Central Magnet	MS Tennis
Cook, Ashlyn	Oakland High	Cross Country
Cook, Miyah	Oakland High	Girls Basketball
Hughes, Kyle	Oakland High	Wrestling
Meek, Briana	Oakland High	Choreographer
O'Bryan, Shannon	Oakland High	Girls Soccer
Crutcher, Kayla	Oakland Middle	Cheer
Clark, Amanda	Riverdale High	Cross Country
Metcalf, Ralph	Riverdale High	Track

Bush, Josh	Rockvale High	Football
Crawford, Harry	Rockvale Middle	Boys Basketball
McNulty, Kevin	Rockvale Middle	Tennis
Murphy, Jamie	Rocky Fork Middle	Baseball
Murphy, Jamie	Rocky Fork Middle	Baseball/Football
Clayton, Walter	Siegel High	Softball
Hardwood, Ade	Siegel High	Cheer
McCabe, Ryan	Siegel High	Girls Soccer
Miller, Dallen	Smyrna Middle	Wrestling/Softball
Fernandez, Jennifer	Stewarts Creek High	Softball
Haynes, Elijah	Stewarts Creek High	Wrestling
Anderson, Erin	Thurman Francis	Volleyball

**J. Buses:**

**Voluntary termination of the bus contract effective as soon as possible:**

**Bus #13, Debra Sharber**

**Bus #58, Regina Parker**

**Bus #82, Lisa Manning**

**Bus #137, Doug Stevens**

**Bus #186, Tara Heirs**

**Bus #207, Lawrence Buchanan**

**Bus #222, Joanna Eason**

**Bus #242, Jeffery Parker**

**Bus #244, Tyrhondo Thompson**

**Bus #269, Angela Dunkerson**

**Bus #311, Sylvia Poteete**

**Recommended Motion – to approve the consent agenda as presented.**

**6. PUBLIC COMMENT\***

*\*Public comment requests to address the Board must be provided in writing to the Director of Schools' office no later than noon (12:00 p.m.) on the day of the meeting by completing the Public Comment Form. Speakers will have three (3) minutes to speak.*

## 7. INSTRUCTION

I. The Carl D. Perkins Basic Grant - The Carl D. Perkins Career and Technical Education Act of 2018, known as Perkins V, is presented for approval for the funding period of July 1, 2024 – June 30, 2025. The grant is for \$754,876.90. The Carl D. Perkins Basic Grant provides funding for program improvement, equipment, travel, and staff development for our Career & Technical Education teachers.

**Recommended Motion – to approve the Carl D. Perkins Basic Grant for \$754,876.90 to provide funding for program improvement, equipment, travel, and staff development for our Career & Technical Education teachers.**

II. The Carl D. Perkins Reserve Grant - The Carl D. Perkins Reserve Grant is presented for approval for the funding period of July 1, 2024 – June 30, 2025. This competitive grant is for \$50,000. The Carl D. Perkins Reserve Grant provides funding for HVAC Trainer Simulators and training for the Mechanical, Electrical, and Plumbing (MEP) CTE Program of Study instructors at Oakland High School, Rockvale High School, and Smyrna High School.

**Recommended Motion – to approve the Carl D. Perkins Reserve Grant for \$50,000.00 to provide funding for HVAC Trainer Simulators and training for the Mechanical, Electrical, and Plumbing (MEP) CTE Program of Study instructors at Oakland High School, Rockvale High School, and Smyrna High School.**

III. Updated Job Title (ESL)

The ESL department is requesting to update and consolidate the titles of ESL Coach with Tier 1 Emphasis and Title I ESL Coach to ESL Support Specialist. This would allow these positions to work with all schools and teachers, as opposed to Title I schools only.

**Recommended Motion - to approve the change in titles as presented. The budgetary impact for current positions moving from coach to specialist would be \$16,417.90.**

IV. Lead ESL Teacher Stipends

The ESL department is requesting the approval of lead ESL teacher stipends for the 2024/2025 school year. Each school will receive \$1000 for a lead ESL teacher stipend. The school may decide to split the position between two ESL teachers, which will provide \$500 to both lead ESL teachers. Stipends will be paid per semester in December and May during the 2024/2025 school year. Title III funds will be utilized for these stipends.

**Recommended Motion - to approve the use of Lead ESL teacher stipends for the 2024-2025 school year.**

V. CTE Stipends

The Curriculum & Instruction CTE Department would like to allocate approximately \$15,000.00 of Perkins 2024-2025 funds to support the CTE Curriculum Team Leads for our High School

CTE Career Clusters. The purpose of the CTE Curriculum Team Lead would be to help develop the instructional capacity of teachers, industry partners, and students within our county. The Leads would be responsible for conducting in-person/virtual meetings for Career Cluster PLCs and Advisory Council Meetings.

The allocations are:

Each participant receives a \$500.00 stipend for conducting Professional Development sessions and Advisory Council Meetings through the PLC framework by CTE Career Clusters.

CTE Curriculum Team Leads		
Career Cluster	CTE Team Lead	School
Advanced Manufacturing	Lenny Ciletti	Oakland High School
Agriculture, Food, & Natural Resources	Emily Marshall	Eagleville High School
Architecture & Construction	Carrie Ott	Smyrna High School
Arts, Audio/Visual Technology, & Communications	Steve Picklesimer	Smyrna High School
Arts, Audio/Visual Technology, & Communications	Chris Bissinger	Stewarts Creek High School
Business Management & Administration/Finance/Marketing	Stacie Andersen	Siegel High School
Business Management & Administration/Finance/Marketing	Marilyn Roberts	Blackman High School
Business Management & Administration/Finance/Marketing	Jennifer Vining	Blackman High School
Business Management & Administration/Finance/Marketing/Computer Apps	Joseph Reed	Eagleville High School
Education & Training	Brandy Finley	Smyrna High School
Health Science	Courtney Pruitt	Smyrna High School
Hospitality & Tourism	Frank Pinnix	Blackman High School
Human Services	Kelly Russell	Oakland High School
Human Services	Becki Loudon	Riverdale High School

Information Technology	Frank Cathey	LaVergne High School
Law, Public Safety, Corrections, & Security	Cora Proctor	Siegel High School
Law, Public Safety, Corrections, & Security	Daniel Parkhurst	Blackman High School
CTE Middle School Career Exploration	Tabitha Kessinger	Stewarts Creek Middle School
Transportation	Phillip Vining	Oakland High School
STEM	Mac Jones	Blackman High School

**Recommended Motion - to approve allocating approximately \$15,000.00 of Perkins funds to support the CTE Curriculum Team Leads for our High School CTE Career Clusters. Each participant will receive a \$500.00 stipend for conducting Professional Development sessions through the PLC framework by CTE Career Clusters across the district to support teacher and student success.**

## **8. FINANCIAL MATTERS (TAB 2)**

### **I. Board Recognition of the EHS Football Booster Club at Eagleville High School as an RCS School Support Organization (SSO)**

Per RCS Board Policy 2.404, only a group or organization that has entered into a written cooperative agreement with the board may use the name, mascot, or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value. The EHS Football Booster Club has provided all information requested from the board's written cooperative agreement and can be recognized as an RCS SSO. It is noted that this SSO has NOT applied and received an IRS determination letter to be recognized as a 501(c)3 non-profit entity that is in compliant with the BOE written cooperative agreement. The IRS letter allows the SSO to open and operate out of a checking account that is separate from Eagleville High School student activity funds. Until the determination letter is applied for and received, the booster club will utilize the Eagleville High student activity funds for all its financial activities and be subject to the BOE financial policies and procedures. Also, the approval is contingent upon the organization providing a updated detailed financial policy which they have been notified about.

**Recommended Motion - to approve the EHS Football Booster Club at Eagleville High School as an RCS School Support Organization (SSO).**

### **II. Fund 177 Budgeted Revenue & Expenditure Approval**

This Fund 177 Capital Project revision is presented to the board to approve the budget for the Capital Projects Fund that was final approved by the Rutherford County Commission on June 24,

2024 in the amount of \$18,977,525. This approval by the board is technical in nature and is needed in order to follow budget procedures set forth for Fund 177 for the FY24-25 fiscal year.

**Recommended Motion – to approve final amended Fund 177 Capital Projects budget as presented.**

III. Fund 141 Fund Balance Amendment & Design Funding Request

This amendment is to fund the design fees for the Batey Middle School project. This project will be funded by amending General Purpose Fund 141 by decreasing 39000-Unassigned Fund Balance and increasing Operating Transfers account 99100-590- Transfers Out in the amount of \$3,700,000. The Engineering and Construction Department is also requesting to move forward to Health and Education with the design funding request. This request is in keeping with the 2024-2025 Building Program Schedule and the recommended architect is GMC. The amount requested is \$3,700,000.00 based on a construction budget of \$74,000,000.00.

**Recommended Motion – to approve the GPS Fund budget amendment of \$3,700,000 of both Unassigned Fund Balance and Operating Transfers expenditures as presented in detail and to request design funding from Health and Education for the Batey Middle School property as presented.**

IV. New Extracurricular Supplements

Flag Football	4% Head Coach
Flag Football	2% Assistant
Lacrosse	6% Head Coach
High School Athletic Director	6% Athletic Director
Elementary Archery	4%
Fine Arts:	
Elementary Choir	2%
Middle School Theater	4%
High School Theater Asst.	4%

**Recommended Motion – to approve the new extracurricular supplements for 24/25 SY as presented.**

**9. LEGAL (TAB 3)**

I. Policy Adoption - First and Final Reading

The below policy changes and new policies are recommended on the first and final reading as they are necessary to take effect before the start of the 2024-2025 school year.

**1. Policy Changes**

- a. **Policy 1.501 – Visitors to the Schools**  
Adds code of conduct for visitors to the schools pursuant to change in state law.
- b. **Policy 1.800 – School Calendar**  
Adds language for school closure for presidential primary election or regular November election pursuant to change in state law.
- c. **Policy 2.403 – Surplus Property Sales**  
Adds language for notice of surplus to be also published on a news and information website pursuant to change in state law.
- d. **Policy 2.806 – Bids and Quotations**  
Adds language for publication to also be published on a news and information website pursuant to change in state law.
- e. **Policy 3.202 – Emergency Preparedness Plan**  
Adds language to develop a procedure for identifying the cause of fire alarm activation pursuant to change in state law.
- f. **Policy 3.205 – Security**  
Adds language requiring principals to immediately report certain types of assaults and certain acts of vandalism to Director of Schools and law enforcement pursuant to change in state law.
- g. **Policy 3.400 – Student Transportation Management**  
Adds language requiring Board to issue certificates to bus drivers. Also adds notice to be posted on bus stating that only authorized individuals may enter pursuant to change in state law.
- h. **Policy 4.201 – Class Size Ratios**  
Adds language to modify class size requirements for CTE classes for grades 6-8 pursuant to change in state law.
- i. **Policy 4.301 – Interscholastic Athletics**  
Adds language to allow home school students to participate in interscholastic athletics in schools that are not members of TSSAA or TMSAA pursuant to change in state law.
- j. **Policy 4.403 – Library Materials**  
Adds language pursuant to change in state law.
- k. **Policy 4.600 – Grading System**  
Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.
- l. **Policy 4.602 – Grade Point Average (GPA) (9-12)**  
Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.

- m. Policy 4.603 – Promotion and Retention**  
Adds language to allow parents/guardians to voluntarily retain students in grades K-2 with certain conditions. Adds language for a new promotion pathway to the 5<sup>th</sup> grade pursuant to change in state law. Adds language to define high school cohort.
- n. Policy 4.6041 – Testing for Credit**  
Adds French I as an approved course.
- o. Policy 4.605 – Graduation Requirements**  
Removes language for homebound students to another policy. Adds IB mathematics for allowable course substitutions.
- p. Policy 4.606 – Graduation Activities**  
Adds language for homebound students from Policy 4.605.
- q. Policy 5.115 – Assignment/Transfer**  
Changes notification of transfer of employees.
- r. Policy 5.118 – Background Investigations**  
Updates language to reflect the practice of the district that people who appear on the sex offender registry shall not be employed by the district.
- s. Policy 5.307 – Physical Assault Leave**  
Adds language to expand leave from teachers to any employee as a result of physical assault resulting from their employment duties pursuant to change in state law.
- t. Policy 5.701 – Substitute Teachers**  
Adds annual school safety training for substitute teachers pursuant to change in state law.
- u. Policy 5.802 – Qualifications and Duties of the Director of Schools**  
Adds language requiring the Director of Schools to report if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction pursuant to change in state law.
- v. Policy 6.200 – Attendance**  
Changes language for acceptance of excused absence notes. Also updates absences for classes on a 4x4/modified block schedule.
- w. Policy 6.2011 – Voluntary Pre-K Attendance**  
Updates district contact information for the Pre-K program.
- x. Policy 6.203 – School Admissions**  
Adds language allowing principals to request information regarding certain delinquent offenses of students pursuant to change in state law.
- y. Policy 6.300 – Code of Conduct**  
Add language requiring law enforcement and Director of Schools to be immediately notified of an assault on school property. Adds a separate category of assault of an LEA employee pursuant to change in state law.

- z. **Policy 6.3041 – Title IX and Sexual Harassment**  
Postponed from meeting on 3/18/2024. Changes timeline for notice of before beginning investigation and changes timeline for completion of investigations.
- aa. **Policy 6.309 – Zero Tolerance Offenses**  
Adds language that a valid threat of mass violence shall be determined by a threat assessment team pursuant to change in state law.
- bb. **Policy 6.316 – Suspension**  
Adds language that invalid threats of mass violence as determined by a threat assessment team can still result in suspension. Adds that a student can be suspended from school-sponsored activities for one year for an assault of an employee pursuant to change in state law.
- cc. **Policy 6.318 – Admission of Suspended or Expelled Students**  
Adds language allowing principals to request information regarding certain delinquent offenses of students pursuant to change in state law.
- dd. **Policy 6.409- Reporting Child Abuse**  
Adds requirement that the Director of Schools submit the names of the child abuse coordinator and an alternate for each school to the Department of Children’s Services pursuant to change in state law.
- ee. **Policy 6.415 – Student Suicide Prevention**  
Updates language for clarity and consistency.

## 2. New Policies

- a. **Policy 3.2051 – School Resource Officers (SROs) Involvement and Curriculum Implementation**  
(1) Postponed from meeting on 3/18/2024. Policy for SROs involvement and curriculum implementation. (2) Adds language for which class can be used to for sessions.
- b. **Policy 4.213 – Family Life Education**  
Policy for instruction on family life curriculum.
- c. **Policy 4.214 – Use of Artificial Intelligence Programs**  
Policy for use of artificial intelligence for instructional and assignment purposes.
- d. **Policy 6.4052 – Opioid Antagonist**  
Policy for possession and maintenance of opioid antagonists.

### Recommended Approval of Two Motions:

1. **Recommended Approval – motion to suspend** Board Policy 1.600 to specifically waive the two readings requirement for the above policies as presented; and
2. **Recommended Approval – motion to adopt** on the first and final reading the above policies as presented.

## II. Visitor Code of Conduct

A change in Tennessee State Law (Public Acts of 2024, Chapter 810), requires the Board to adopt a code of conduct for visitors which describes the type of behavior expected from a visitor entering on school grounds and the consequences of a visitor's failure to adhere to the standards. The code must emphasize the importance of appropriate language, respect for the person and property of others, and for establishing and maintaining a safe, secure, and peaceful educational setting that promotes learning and positive character development. The code must be placed where visitors can see it, be posted to the district and school websites, and a printed copy given to parents/guardians.

**Recommended Motion - to approve the Visitor Code of Conduct as presented.**

## III. 2024-2025 Approved Fees

Per Policy 6.709, prior to the beginning of each school year, the Board, upon the recommendation of the principals and the Director of Schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

**Recommended Motion - to approve the fee list as presented for the 2024-2025 school year.**

## 10. ENGINEERING AND CONSTRUCTION (TAB 4)

I. Request for a digital sign for Smyrna Primary School: Principal Jason Eaton is requesting to purchase a new digital sign through the TIPS bid process. The new sign will be provided by Golden Rule at a cost of \$26,678.12 and will be funded through school accounts. This request is at no cost to the Board. Engineering and Construction has reviewed the request and has no objection.

**Recommend Motion - to approve the digital sign request at Smyrna Primary School as presented.**

II. Request for baseball turf installation: Principal Justin Smith, of Blackman High School is requesting to install synthetic turf to the home plate and pitcher's mound areas. The cost for this request is \$26,885.00 and will be awarded to STS Distribution. The funds for this project will come from the Blackman High School baseball account. This request will be at no cost to the Board. Engineering and Construction has reviewed the request and has no objection.

**Recommended Motion - to approve the Blackman High School baseball turf request as presented.**

## 11. NAMING REQUEST

Principal Steve Luker is requesting to name the Rockvale High School football field in honor of Homer Brown. Mr. Brown is an original 1955 Rockvale High Graduate and community member.

**Recommended Motion – to approve the renaming of the Rockvale High School football field as presented.**

**12. DIRECTOR’S EVALUATION RESULTS**

**13. INSURANCE**

**14. FINANCIAL REPORT**

**15. DIRECTOR’S UPDATE**

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

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

**18. GENERAL DISCUSSION**

**19. ADJOURNMENT**

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

**MINUTES OF JULY 17, 2024**

**Board Members Present**

Shelia Bratton, Board Chair  
Claire Maxwell, Vice-Chair  
Caleb Tidwell  
Coy Young  
Frances Rosales  
Katie Darby  
Tammy Sharp  
Dr. James Sullivan, Director of Schools

**1. CALL TO ORDER**

The Board Chair called the meeting to order at 5:30 P.M.

**2. PLEDGE OF ALLEGIANCE**

Work Session: Mr. Tidwell asked Mr. Butch Vaughn to lead the Pledge of Allegiance.

**Board Meeting:** Ms. Sharp asked Mr. Jeff Reed to lead the Pledge of Allegiance.

**3. MOMENT OF SILENCE**

A Moment of Silence was observed.

**4. APPROVAL OF AGENDA**

**Motion made by Mrs. Maxwell and seconded by Mr. Tidwell, to approve the agenda as presented.**

**Vote: All yes**

**Motion passes.**

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

**A. Minutes: June 17, 2024, Board Meeting Minutes**

**B. Bids:**

**Request for Purchase renewals**

**RFP #24-03 - K-12 Treatment Center with Transportation**

**Bid #3756 - Electrical, HVAC and Plumbing Services**

**Bid #3758 - Cosmetology Equipment (Smyrna High)**  
**Bid #3759 - LED Digital Scoreboard (Oakland High)**  
**Bid #3760 - Classroom Furniture (Smyrna High)**  
**Bid #3761 - Intercom Parts**  
**Bid #3762 - Copy and Color Paper**  
**Bid #3763 - PE Uniforms**  
**Bid #3764 - Laminating Film**  
**Correction to Bid #3746 - LIFT Textbooks and Bid #3750 - Custodial Supplies**

**The following companies are recommended for yearly renewals for the 2024-2025 school year for Curriculum and Instruction – Fine Arts. All to be funded through General Purpose funds:**

**Quaver Music (K-5 Music) - \$42,120.00**  
**Sight Reading Factory (6-12 Vocal Music) - \$3,260.00**  
**Make Music Cloud (6-12 Instrumental Music) - \$38,173.55**  
**Soundtrap (6-12 General Music) - \$15,564.00**  
**Art of Education (K-12 Visual Art) - \$76,003.20**  
**Drama Teacher Academy (6-12 Theatre) - \$8,436.00**  
**Dance for Schools - Crea Movement (6-12 Dance) - \$6,900.00**

**Request to Purchase:**

**The following companies are recommended for a yearly subscription for the 2024-2025 school year for Title I Department:**

**Lexia Learning System – Lexia Core5 Reading Unlimited License with School Success Partnership - \$13,800.00**  
**IXL Learning – IXL Site License for LaVergne Middle School - \$30,000.00**

**The following company is recommended for yearly renewals for the 2024-2025 school year for Title I Department:**

**Curriculum Associates LLC – I-Ready Assessment Student License Laverne Lake Elementary - \$18,160.00**  
**All Funding from Federal Programs**

**The following companies are recommended for yearly renewals for the 2024-2025 school year for Special Education Department:**

**Central Reach – LiftEd EDU - \$70,500.06**  
**Imagine Learning (Math and Reading) - \$45,000.00**  
**Hop Skip Drive Renewal to use alongside RFP #24-03 when Rutherford Academy cannot take our students.**  
**Illuminate Academy Renewal to use alongside RFP #24-03 when Rutherford Academy cannot take our students.**  
**Lexia Learning Systems – Lexia Core5 Reading - \$35,000.00 All Funding from Special Ed. Dept. General Purpose Funds**

**C. Nepotism:**

**Portia Zeller – Custodian – Stewartsboro Elementary**

**Yuneiki Garcia – Custodian – Rocky Fork Middle**

**D. Community Use of Facilities**

**FACILITIES USE**

7/17/2024

**Fees**

Barfield Elementary	CEF of Middle TN, Good News Club, library, 9/9/24 – 4/21/25, \$360
Blackman High	Blackman Wrestling Club, practice, gym, 7/1/24 – 7/1/25, \$18 per hour, *retro review
Blackman High	Rutherford County Track and Field Club, practice, track, 6/10/24 – 7/18/24, \$18 per hour
Central Magnet	The Church in Murfreesboro, meetings, classroom & cafeteria, 7/21/24 – 7/20/25, (revised request – previously approved 3/20/24)
Oakland Middle	Liga Latinoamericana de Murfreesboro, soccer games, soccer field, 6/9/24 – 7/21/24 & 6/23/24 – 7/28/24, \$50 per game, *retro review
Siegel High	TN State Soccer, practice, stadium, 6/14/24 – 6/21/24, \$200 per day, *retro review
Siegel Middle	Smyrna Magic Baseball 10u, practice, sports field, 6/18/24, \$36, *retro review
Smyrna Middle	Lancaster Christian Academy, football practice, sports field, 7/10/24 – 11/15/24, \$18 per hour, *retro review
Whitworth-Buchanan	Grand Slam Tournaments, tournaments, sports field, 7/20/24 – 10/21/24, \$290 per day
Whitworth-Buchanan	NET Elite Baseball, tournaments, sports field, 7/20/24 – 10/31/24, \$290 per day

### No Fees

Central Magnet	Class of 1969 – Murfreesboro Central High, alumni memorial service, auditorium, 9/7/24, no fees
Riverdale High	TN Select Sports, football camp, sports field, 6/8/24, no fees, *retro review
Smyrna Elementary	Smyrna Junior Basketball League, practice, gym, 11/4/24 – 3/14/25 (Mon.-Fri.), no fees
Stewarts Creek High	Ethos Youth Ensembles, rehearsals & concert, band & choir rooms, auditorium, 9/9/24 – 4/26/25, no fees, **In-Kind Agreement
Thurman Francis Arts Academy	Smyrna Junior Basketball League, practice, gym, 12/7/24 – 3/15/25, no fees

Note: Facility use prior to 7/17/24 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.**

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

<b>Name-Certified</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Scott Kinney	\$500.00	Rockvale High	School Funds - Band	Band Camp -Trombone Section Rehearsal
Ottie L. West III	\$500.00	Rockvale High	School Funds - Band	Sectionals
Craig Reavis	\$3,500.00	Siegel High	School Funds - Baseball	Facility Maintenance, Camp Director, Tournament Director
Matt Williams	\$500.00	Smyrna High	School Funds - Football	Summer Football Program
Garrett Doo	\$2,000.00	Stewarts Creek High	School Funds - Choir	Accompanist/Choral Clinician
Johnathan Vest	\$2,000.00	Stewarts Creek High	School Funds - Choir	Accompanist/Choral Clinician
<b>Name-Non Faculty</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Emily Ann Thomas	\$1,000.00	Christiana Middle	School Funds - Volleyball	Coaching- Volleyball
Kaylee Joslyn	\$4,000.00	Oakland High	School Funds + Oakland High	Marching Band Instruction

			School Band Boosters	
Aaron Meng	\$4,000.00	Oakland High	School Funds + Oakland High School Band Boosters	Front Ensemble Technician
Kyle Ramsay	\$4,000.00	Oakland High	School Funds + Oakland High School Band Boosters	Marching Band Instruction
Andrew Scott Tanner	\$4,000.00	Oakland High	School Funds + Oakland High School Band Boosters	Marching Band Instruction
Olivia Guthier	\$20 / Lessons	Riverdale High	School Funds - Band	Flute Lessons
Olivia Guthier	\$800.00	Riverdale High	Riverdale High Band Boosters	Marching Band Camp
Jacob Andrews	\$5,000.00	Rockvale High	School Funds - Band	Brass Lessons
Sheridan Hitchcock	\$500.00	Rockvale High	School Funds - Band	Sectionals
Rebecca Lowry	\$500.00	Rockvale High	School Funds - Band	Sectionals
Christopher Mondak	\$5,000.00	Rockvale High	School Funds - Band	Jazz Band Sectionals
Rebecca Lynn Murphy	\$5,000.00	Rockvale High	School Funds - Band	Flute Lessons and Band Camp
Jennifer Zimmerer	\$500.00	Rockvale High	School Funds - Band	Sectionals
Griffin Cantrell	\$5,000.00	Siegel High	Siegel High Band Boosters	Color guard Instruction and Band Camp
Justin Jones	\$5,000.00	Siegel High	Siegel High Band Boosters	Marching Band Tech
Issac Dortch	\$500.00	Smyrna High	Smyrna High Band Boosters	Tuba Instruction
Ryan Fields	\$500.00	Smyrna High	Smyrna High Band Boosters	Percussion Sectionals
Emily Sholar	\$500.00	Smyrna High	Smyrna High Band Boosters	Horn Sectionals
Lanclon Stanley	\$1,500.00	Smyrna High	Smyrna High Band Boosters	Percussion Instruction
Elgin Givens	\$1,500.00	Stewarts Creek High	School Funds - Football	Football - Assistant Coach
Anna Vogler	\$500.00	Stewarts Creek High	School Funds - Choir	Accompanist/Choral Clinician

Anna Vogler	\$41 / 41 Minute Lessons	Stewarts Creek High	School Funds - Choir	Voice Coach
Anna Vogler	\$25 / 20 Minute Lessons	Stewarts Creek High	School Funds - Choir	Voice Coach
William Moore	\$50 / Hour	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Sectionals/Masterclasses
William Moore	\$25 / 25 Minute Lessons	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Private Lessons
Stephen Morgan	\$50 per hour	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Sectionals/Masterclasses
Stephen Morgan	\$25 / 25 Minute Lessons	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Private Lesson
Jennifer Zimmerer	\$50 / hour	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Sectionals/Masterclasses
Jennifer Zimmerer	\$25 / 25 Minute Lessons	Stewarts Creek Middle	School Funds + Stewarts Creek Middle School Band Boosters	Private Lessons
Rex Walker Davis	\$1 / Minute Lessons	Whitworth-Buchanan Middle	School Funds - Band	Private Lessons/Sectionals Electric & Bass Guitar
Jacob Marlow	\$1 / Minute Lessons	Whitworth-Buchanan Middle	School Funds - Band	Private Lessons/Sectionals Low Brass
William Slade Moore	\$30 / 35 Minute Lessons	Whitworth-Buchanan Middle	School Funds - Band	Private Lessons/Sectionals
Jordan Morack	\$1 / Minute Lessons	Whitworth-Buchanan Middle	School Funds - Band	Private Lessons/Sectionals
Benjamin Rattanaovong	\$1 / Minute Lessons	Whitworth-Buchanan Middle	School Funds - Band	Private Lessons/Sectionals Trumpet

- 1 Approved previously for an amount \$500 or greater
- 2 Overtime rate for special events
- 3 Anticipate amounts over \$500 this school year
- 4 Amend prior approval
- 5 Less than \$500 but part of event total
- 6 Must have the approval of the Transportation Department
- 7 Classified Employee Coach
- 8 Regular Rate - Part time employee

**F. Non-Faculty Volunteer Coaches:**

According to the 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 2024-2025 school year:**

NAME	SCHOOL	SPORT
Cook, Chasity	Blackman Middle	Girls Basketball
Manus, Caitlyn	Blackman Middle	Softball
McClellan, Micah	Blackman Middle	Baseball
Steffy, Troy	Blackman Middle	Wrestling
Willis, Cassandra	Blackman Middle	Cross Country
Dudek, Keith	Blackman Middle	Band
Elliott, Will	Blackman Middle	Band
George, Mike	Blackman Middle	Band
Lawson, Tonya	Blackman Middle	Band
Murphy, Rebecca	Blackman Middle	Band
Sharpe, Wilson	Blackman Middle	Band
Wingruber, Karl	Blackman Middle	Band
Farmer, Mike	Buchanan Elementary	Archery
Dyer, Clayton	Central Magnet	Cross Country
Ellis, Chris	Eagleville	HS Boys Basketball/Softball

Hinds, Oakley	Eagleville	Band
Buchanan, Jeremy	LaVergne High	Football
Fleming, Jackson	LaVergne High	Track
Phillips, Eboni	LaVergne High	Cheer
Roper, Shawnlisa	LaVergne High	Track
Smiley, Chauncey	LaVergne High	Football
Wilush, Austin	Oakland High	Football
Beverly, Trevor	Oakland High	Wrestling
Lyons, Pierre	Oakland High	Softball
Lyons, Valanna	Oakland High	Softball
Joslyn, Kaylee	Oakland High	Band
Meng, Aaron	Oakland High	Band
Ramsay, Kyle	Oakland High	Band
Tanner, Andrew Scott	Oakland High	Band
Drown, Samantha	Oakland High	Volleyball
Pankey, Karim	Oakland Middle	Football
Watkins, Craig	Riverdale High	Halftimers Coach
Fuller, Kaylee	Riverdale High	Girls Soccer
Guthier, Olivia	Riverdale High	Band
Parks, Ingram	Rockvale High	Baseball
Andrews, Jacob	Rockvale High	Band
Aydelott, Katherine	Rockvale High	Band
Hitchcock, Sheridan	Rockvale High	Band
Lowry, Rebecca	Rockvale High	Band

McMullen, Stuart	Rockvale High	Band
Mondak, Chris	Rockvale High	Band
Murphy, Rebecca	Rockvale High	Band
Revett, Adam	Rockvale High	Band
Zimmerer, Jennifer	Rockvale High	Band
Cantrell, Griffin	Siegel High	Band
Davis, Stephen	Siegel High	Band
Jones, Justin	Siegel High	Band
Trubee, Samuel	Smyrna Middle	Football
Funderburke, Alyssa	Smyrna High	Volleyball
Petrilli, Trace	Smyrna High	Football
Richardson, Donnie	Smyrna High	Bowling
Smith, Nate	Smyrna High	Football
Dortch, Issac	Smyrna High	Band
Fields, Ryan	Smyrna High	Band
Sholar, Emily	Smyrna High	Band
Stanley, Landon	Smyrna High	Band
Vogler, Anna	Stewarts Creek High	Band
Moore, William	Stewarts Creek Middle	Band
Morgan, Stephen	Stewarts Creek Middle	Band
Zimmerer, Jennifer	Stewarts Creek Middle	Band
Davis, Rex	Whitworth-Buchanan	Band
Tigg, Jason	Whitworth-Buchanan	Boys Basketball
Marlow, Jacob	Whitworth-Buchanan	Band

Moore, William Slade	Whitworth-Buchanan	Band
Morack, Jordan	Whitworth-Buchanan	Band
Rattanaovong, Ben	Whitworth-Buchanan	Band

**G. Stipend:**

**Two additional names for the SIOP training on July 25 and 26:**

Terri Stein, SCHS, Algebra I

Sabrina Reed, RHS, Algebra I

Curriculum Writers to be paid out of Title III funds during non-contracted time:

Kristina Danko, Meghan Vigil, Megan Dame, Elizabeth Williams, Candance Walls

To start ASAP and continue throughout 2024-25.

Johnna Paraiso will teach an ESL parent class. Once per week for two hours for \$100 per week for a semester.

**H. Bus Contracts:**

Voluntary termination Bus Contract #142, Sherri Parks

Voluntary termination Bus Contract #184, Charles Fann

Voluntary transfer of Bus Contracts #60, #287, #304 - Brenda Blansett.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to approve the consent agenda as presented.**

**Vote: All yes**

**Motion passes.**

**6. PUBLIC COMMENT\***

**Karen Elaine Covington – Ms. Covington spoke favorably to the Board about Mr. Jeremy Sager’s character, CEO of Novus SMART Academy.**

*\*Public comment requests to address the Board must be provided in writing to the Director of Schools' office no later than noon (12:00 p.m.) on the day of the meeting by completing the Public Comment Form. Speakers will have three (3) minutes to speak.*

**7. RUTHERFORD PROUD**

We are grateful to have another set of student-athletes who have earned a state championship in their sports.

**Siegel High School:**

Rich LaLance — Boys AA Tennis Championship

**Blackman Middle School:**

**BOYS**

Maximus Curry - 1st place Long Jump

Micah Nance, Ja'Vonni Malone, Brycen Mitchell, Maximus Curry - 1st place 4x100m relay

Blackman Middle School Boys took 1st place overall in the state

**GIRLS**

Joy Henley, Rihanna Mathis, Jayla Kyles, Caydence Mathis - 1st place 4x100m relay

Blackman Middle School Girls took 3rd place overall in the state

**8. GUEST SPEAKER**

Board Meeting: Wes Dozier presented insurance updates.

**Mr. Wes Dozier, Insurance Consultant with Gallagher Insurance, shared the history of the company and stated that Gallagher currently works with 85 school districts. Additionally, he presented different insurance scenarios to show employer/employee cost differentials.**

**9. INSTRUCTION**

I. Work Session: Novus SMART Academy presentation by Jeff McCann.

**Board Meeting: Motion made by Mr. Tidwell and seconded by Ms. Sharp, to approve the Novus SMART Academy application.**

**Roll Call Vote:**

**Mrs. Darby - Yes**

**Mrs. Maxwell - No**

**Ms. Sharp - Yes**

**Mrs. Rosales - Abstain**

**Mr. Young - No**

**Mr. Tidwell - Yes**

**Mrs. Bratton - No**

**Vote: Tied**

**Motion Fails.**

**Motion made by Mr. Young and seconded by Mrs. Maxwell, to deny the Novus SMART Academy application based on the fiscal impact it would cause Rutherford County Schools.**

**Roll Call Vote:**

**Mr. Young - Yes**

**Mr. Tidwell - No**

**Mrs. Darby - No**

**Mrs. Maxwell - Yes**

**Ms. Sharp - No**

**Mrs. Rosales - Yes**

**Mrs. Bratton - Yes**

**Vote: Majority**

**Motion Passes.**

II. Board Meeting: Jeff McCann provided an update on the pre-opening progress for Spring Empower and American Classical Academy Rutherford Charter Schools.

**Mr. McCann will conduct a final walk through prior to the opening in August. He will ensure compliance in all areas of readiness & signage, emergency operations, student and staff records storage, food service & food preparation, and traffic flow pattern before the first day of school at both schools.**

III. Approval of FY 2025 Consolidated Funding Application

The FY 25 Consolidated Funding Application that encompasses Consolidated Admin, Title I, Part A, Title I, Part D, Title II, Part A, Title III, IDEA, Part B, and IDEA, Preschool was submitted to Tennessee Department of Education on June 24, 2024. These federal funds will be spent to supplement district funding in the 2024-2025 school year.

**Motion made by Mrs. Maxwell and seconded by Mrs. Rosales, to approve the FY 2025 Consolidated Funding Application as submitted to the TDOE.**

**Vote: All yes**

**Motion passes.**

## **10. LEGAL (TAB 2)**

Out of County Transfer Student

The Board has been requested to admit a transfer student from another school system under discipline. The student was expelled for possession of a THC vape (second offense).

According to Policy 6.318, the Board may deny admission of any student (except those in state custody) when a student transfers from another school system while under suspension or expulsion.

Director of Schools' Recommendation: Deny admission.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to deny the admission of this Out of County Transfer Student as presented.**

**Vote: All yes  
Motion passes.**

## **11. HUMAN RESOURCES (TAB 3)**

### **I. New Job Description for Benefits Coordinator**

The Personnel and Student Services department is requesting the approval of a new job description - Benefits Coordinator. This position will perform a variety of tasks associated with the coordination and administration of employee benefits and insurance program offerings within our district.

**Motion made by Mrs. Maxwell and seconded by Mrs. Rosales, to approve a new job description for Benefits Coordinator. This position will be funded through GP funds and will be a new position in the 2024-25 school year.**

**Vote: All yes  
Motion passes.**

### **II. Stellar Therapy Services Contract Renewal for Medicaid Reimbursement**

The Stellar contract for the Nursing Medicaid Reimbursement Program in Rutherford County Schools is up for annual renewal. Their administrative fee is 20% of total revenues received. Medically necessary, covered services in the IEP or IHP that are ordered by the PCP or treating provider may be reimbursed. Services that are reimbursable include oral medications administrations, external/tube feedings, tracheostomy care, colostomy care, diabetes care, asthma care, and other treatments for chronic illnesses. This past school year we generated \$75,154. The total revenue collected after paying their administration fee was \$60,123.

**Motion made by Mr. Tidwell and seconded by Ms. Sharp, to approve a continued contract with Stellar Therapy Services for Nursing Medicaid Reimbursement for the 24/25 School Year.**

**Vote: All yes  
Motion passes.**

## **12. SPECIAL EDUCATION (TAB 4)**

I. Special Education Department is requesting to update the job description for Special Education Liaison to include the title of Special Education Coach. The updated job description for the Special Education Coach includes revised language and updated job description.

**Motion made by Mrs. Maxwell and seconded by Mr. Tidwell, to approve the updated Special Education Coach job description with the revised language and updated job description as presented.**

**Vote: All yes  
Motion passes.**

II. Special Education Department is requesting to update the job description for Classified Sign Language Interpreters to Sign Language Education Staff. The updated job description for the Sign Language Education Staff includes revised language and updated job description.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to approve the updated job description for Sign Language Education Staff with the revised language and updated job description as presented.**

**Vote: All yes  
Motion passes.**

III. Special Education Department is requesting an updated job description for Certified Sign Language Interpreter position to include revised language and updated job description.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to approve the updated job description for Certified Sign Language Interpreters with the revised language and updated job description as presented.**

**Vote: All yes  
Motion passes.**

IV. Special Education is requesting the approval of the Extended Contract for Homebound Services for the 2024/2025 school year. Rutherford County has three dedicated homebound teachers and works with a third-party contractor to meet the homebound services for our students. However, there are times during the school year when these services cannot be met by either group. The extended contract option will allow Rutherford County to continue serving our students during times when the three dedicated homebound teachers or the third-party contractor cannot meet those needs. IDEA funds will be utilized for these contracts.

**Motion made by Mr. Tidwell and seconded by Mrs. Maxwell, to approve the Extended Contract for Homebound Services for the 2024/2025 school year.**

**Vote: All yes**  
**Motion passes.**

V. Special Education is requesting the approval of Lead Special Education Teacher Stipends for the 2024/2025 school year. Each school will receive \$1000 for a Lead Special Education Teacher Stipend. The school may decide to split the position between 2 Special Education Teachers, which will provide \$500 to both Lead Special Education Teachers. Stipends will be paid per semester in December and May during the 2024/2025 school year. GP funds will be utilized for these stipends.

**Motion made by Mrs. Maxwell and seconded by Mrs. Rosales, to approve the Lead Special Education Teacher Stipends for the 2024/2025 school year.**

**Vote: All yes**  
**Motion passes.**

VI. The Special Education Department is requesting to reallocate funds from 141-72220-189 unfilled Special Education Department positions to fund 141-71200-116 to provide additional school level support with an additional Itinerant Special Education Teacher and a Vision Teacher for the 2024/2025 school year.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to approve the reallocation of funds as presented.**

**Vote: All yes**  
**Motion passes.**

### **13. ENGINEERING AND CONSTRUCTION (TAB 5)**

I. Request for a Drama/Band Storage Building at Eagleville High: Principal Tim Pedigo is requesting to use school funds to purchase a 12 x 20 storage building to be used by the schools Drama and Fine Arts departments. The cost for this building is \$6,900.00. This request is at no cost to the Board. Engineering and Construction has reviewed the request and has no objection.

**Motion made by Mrs. Darby and seconded by Mr. Tidwell, to approve the storage building request as presented.**

**Vote: All yes**  
**Motion passes.**

II. Request for a Football Scoreboard replacement at Oakland High School: Principal John Marshall is requesting to install a new score board for the football stadium. The anticipated cost for this project \$200,000.00. This request will be fully funded by the school and at no cost to the Board. Engineering and Construction has reviewed the request and has no objection.

**Motion made by Mr. Tidwell and seconded by Mr. Young, to approve the Oakland High School scoreboard request as presented.**

**Vote: All yes  
Motion passes.**

III. Request for fence and concrete work at Walter Hill Elementary: Principal Laura Heath has ~~three~~ two requests for additional fencing and concrete sidewalks. The first area is to increase the play area for additional classes and students with an anticipated cost of \$9,500.00. Second is fencing and sidewalks to enhance the safety on Jefferson Pike for the crossing guards at an anticipated cost of \$2,500.00. ~~The third request is for new fencing that is needed with the construction of the new Public Health and Safety Building and has an anticipated cost of \$10,000.00. Engineering and Construction requested the Public Health & Safety Project pay for the fence but was denied by the PBA.~~ These projects will be funded through funds approved in the Fund 177 fund for Walter Hill school. Engineering and Construction has reviewed the request and has no objection.

**Motion made by Mr. Young and seconded by Mrs. Rosales, to approve the fencing and concrete request for Walter Hill Elementary as presented.**

**Vote: All yes  
Motion passes.**

IV. Request for an Eagle Scout Project at LaVergne Lake Elementary: Principal Paige Johnson is requesting the construction of 4 benches for their courtyard through an Eagle Scout Project with Scout Kailer Heddon. Engineering has worked with numerous Eagle Scout Projects in the past and finds them to benefit the school and the students. Engineering and Construction has reviewed the request and has no objection.

**Motion made by Ms. Sharp and seconded by Ms. Darby, to approve the LLE request for Benches by the Eagle Scout Program as presented.**

**Vote: All yes  
Motion passes.**

V. Request for Concrete work at McFadden School of Excellence: Principal Clark Blair is requesting to install concrete in the courtyard of the school to provide usable student engagement space. The cost for the project is budgeted at \$10,500.00 and will be funded by the school activity fund and Fund 177. Engineering and Construction has reviewed the request and has no objection.

**Motion made by Mrs. Maxwell and by Mr. Tidwell, to approve the Concrete request from McFadden School of Excellence as presented.**

**Vote: All yes**  
**Motion passes.**

VI. Request from Murfreesboro Police for Central Magnet: Ryan Lawrence is a Crime Analysis Unit Supervisor at Murfreesboro Police Department. Part of their role includes supervision of MPD's Real Time Crime Center. The department is requesting permission for Flock Safety to install a Raven, a gunshot detection device, on Central Magnet School's property. Installation of this device will assist MPD officers in responding to incidents of shots fired, leading to faster response times, increased chances of quickly locating potential victims, improved ability to locate and preserve evidence, and increasing solvability. The location requested is shown on the drawings provided by the manufacturer. Engineering and Construction sees the benefit to the city with this request but does have some concern with the location and appearance. With these concerns, we still have no objection to the request. It would require an easement to be provided to the city.

Chief Bowen, Murfreesboro Police Department, attended the work session to answer questions from Board members regarding this request.

**Motion made by Mrs. Rosales and seconded by Mrs. Maxwell, to approve the request from the City of Murfreesboro Police Department as presented.**

**Vote: All yes**  
**Motion passes.**

#### **14. INSURANCE**

**Nothing new to report.**

#### **15. FINANCIAL REPORT**

**During the work session, Dr. Sullivan provided an update on the state funding breakdown in fast growth, public charter schools and TISA contributions.**

#### **16. DIRECTOR'S UPDATE**

**Dr. Sullivan reported:**

- **Principals had a lengthy and extensive operational meeting today in preparation for their first day of school.**
- **Summer Summit is next Tuesday and Wednesday at Blackman Middle School. These are informational and training sessions for our teachers to prepare them for the start the school year.**

- **Dr. Martin is with Stewarts Creek High School tonight at a ceremony hosted at Belmont University by The Tennessee Arts Academy. Stewarts Creek High is being honored as the Arts Rich High School of the Year.**
- **Board members will be attending the TSBA law conference, Thursday through Saturday. Dr. Sullivan will arrive on Friday as he will be presenting at the TSBA Superintendents Academy on a four-hour session regarding School Facilities.**
- **Sullivan Scholarship recipients will be honored at the August 8<sup>th</sup> board meeting.**

#### **17. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**

**Nothing new to report.**

#### **18. FEDERAL RELATIONS NETWORK (FRN) UPDATE**

**Nothing new to report.**

#### **19. GENERAL DISCUSSION**

**Mrs. Rosales shared that her family's nonprofit organization, Break-Thru Tennessee, is hosting their third annual backpack giveaway on Thursday, July 25<sup>th</sup> from 3pm-5pm at Blackman High School. Six hundred (600) backpacks will be donated. Another backpack donation event will be held on Saturday, July 27<sup>th</sup>, from 8am-12pm at Temple Baptist Church in Davidson County.**

**Mrs. Maxwell gave a shout out and thank you to Siegel High School for hosting Camp Wonder, an event for structured setting high school students.**

**Ms. Sharp commended LaVergne High School on their welding program and their talented students. The program is moving into their second year and being led by Coach Bowers, who has also now started an Archery team. Coach Bowers is looking for a sponsor for their Archery team's t-shirts.**

**Dr. Sullivan shared that Walter Hill Elementary is having a 100-year celebration on August 10<sup>th</sup> from 11am-1pm.**

**Mr. Young stated that after being contacted by several constituents concerning the funding mechanisms for charter schools and possible vouchers coming, he asked the Board to consider the following motion:**

**Motion made by Mr. Young and seconded by Mrs. Rosales, that we initiate the process of knowing our best options as a board for the best legal process in requiring our state to fund charter schools that are not approved by the BOE of Rutherford County.**

**\*After board discussion, Mr. Young requested a Call the Question while Mr. Tidwell's was speaking. \*meaning: to close debate and move to vote.**

**Roll Call Vote:**

**Mr. Tidwell - No  
Mrs. Darby - No  
Mrs. Maxwell - Yes  
Ms. Sharp – No  
Mrs. Rosales - Yes  
Mr. Young - Yes  
Mrs. Bratton - Yes**

**Vote: Majority  
Motion passes.**

**Mr. Tidwell continues with his speaking turn.**

**After additional discussion, Mr. Young repeated initial motion.**

**Motion made by Mr. Young and seconded by Mrs. Rosales, that we initiate the process of knowing our best options as a board for the best legal process in requiring our state to fund charter schools that are not approved by the BOE of Rutherford County.**

**Roll Call Vote:**

**Mrs. Rosales - Yes  
Ms. Sharp - No  
Mr. Young - Yes  
Mr. Tidwell - No  
Mrs. Maxwell - Yes  
Mrs. Darby - No  
Mrs. Bratton - Yes**

**Vote: Majority  
Motion Passes.**

## **20. ADJOURNMENT**

**Motion made by Mrs. Darby and seconded by Mrs. Maxwell, to adjourn the meeting at 7:37 P.M.**

**An EXECUTIVE SESSION followed the Board Meeting on Wednesday, July 17, 2024.**

## Approval of Agenda Minutes

\_\_\_\_\_  
Shelia Bratton, RCS BOE Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. James Sullivan, RCS Director of Schools

\_\_\_\_\_  
Date

Rutherford County School Board Meetings and exact conversations are recorded and may be found at the following link: <https://www.youtube.com/playlist?list=PL7CB325821E536E8D>. Board Meeting minutes are provided as a supplement to the recording.

**Rutherford County Board of Education**

2240 Southpark Drive  
Murfreesboro, TN 37128

Policy Committee Meeting

July 15, 2024

**Board Members Present**

Shelia Bratton, Chair  
Claire Maxwell, Vice Chair  
Tammy Sharp  
Katie Darby  
Caleb Tidwell  
Frances Rosales  
Coy Young

Dr. James Sullivan, Director of Schools

**Committee Members Present**

Dr. Kay Martin  
Dr. Mark Gullion  
Larry Creasy  
Ellaina Taylor  
Rachel Rigsby  
Monica Carr  
Jason Scales  
Joe Harman

**Others Present**

Monika Ridley  
Jeff Reed  
Stacy Wallace

**1. CALL TO ORDER**

The Board Chairman, Ms. Bratton, called the meeting to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Shelia Bratton.

**3. APPROVAL OF THE AGENDA**

Motion made by Ms. Rosales.  
And seconded by Ms. Sharp.

**4. PUBLIC COMMENT**

Melissa Latta – spoke about Algebra 1 counting toward the 8<sup>th</sup> graders GPA for the 2023-2024 school year.

**5. POLICY CHANGES**

Ms. Ridley began by requesting that the policies be approved on the first reading so that the policies will be in effect for the 2024-2025 school year. She mentioned that most of the policy changes are due to changes in state law.

**The policy meeting began with a review of Policy 1.501 – Visitors to the Schools.** Adds code of conduct for visitors to the schools pursuant to change in state law.

**Discussion held:**

Ms. Darby asked about line 9 on page 2 and if the approval should be the same for both situations. Discussion was held about changing the language to “the principal.”

Motion was made by Ms. Maxwell and seconded by Mr. Tidwell, to change the language and approve Policy 1.501.

**Vote: all yes**

**The policy committee reviewed Policy 1.800- School Calendar.** Adds language for school closure for presidential primary election or regular November election pursuant to change in state law.

**Discussion held:**

Motion was made by Ms. Maxwell and seconded by Ms. Darby, to approve Policy 1.800.

**Vote: all yes**

**The policy committee reviewed Policy 2.403- Surplus Property Sales.** Adds language for notice of surplus to be also published on a news and information website pursuant to change in state law.

Motion was made by Ms. Sharp and seconded by Ms. Maxwell to approve Policy 2.403.

**Vote: all yes**

**The policy committee reviewed Policy 2.805 – Purchasing.** Postponed from meeting on 3/18/2024. Adds language regarding entering into agreements with real estate licensees.

**Discussion held:**

Discussion was held regarding a realtor receiving a finder's fee and commission fee.

Motion was made by Ms. Darby and seconded by Mr. Tidwell to postpone Policy 2.805.

**Roll Call Vote:**

<b>Dr. James Sullivan</b>	<b>Yes</b>	<b>Dr. Mark Gullion</b>	<b>Yes</b>
<b>Shelia Bratton</b>	<b>Yes</b>	<b>Dr. Kay Martin</b>	<b>Yes</b>
<b>Claire Maxwell</b>	<b>Yes</b>	<b>Larry Creasy</b>	<b>Yes</b>
<b>Coy Young</b>	<b>Yes</b>	<b>Ellaina Taylor</b>	<b>Yes</b>
<b>Tammy Sharp</b>	<b>Yes</b>	<b>Rachel Rigsby</b>	<b>Yes</b>
<b>Frances Rosales</b>	<b>No</b>	<b>Monica Carr</b>	<b>Yes</b>
<b>Katie Darby</b>	<b>Yes</b>	<b>Jason Scales</b>	<b>Yes</b>
<b>Caleb Tidwell</b>	<b>Yes</b>	<b>Joe Hardman</b>	<b>Yes</b>

**Vote: Majority Yes**

**The policy committee reviewed Policy 2.806 – Bids and Quotations.** Adds language for publication to also be published on a news and information website pursuant to change in state law.

Motion was made by Ms. Maxwell and seconded by Ms. Sharp, to approve Policy 2.806.

**Vote: all yes**

**The policy committee reviewed Policy 3.202 – Emergency Preparedness Plan.** Adds language to develop a procedure for identifying the cause of fire alarm activation pursuant to change in state law.

**Discussion held:**

Ms. Ridley indicated that Safety Director, Ms. Oeser and Mr. Martin have been working with the Fire Marshall and local law enforcement to develop a procedure.

Motion was made by Ms. Rosales and seconded by Ms. Maxwell, to approve Policy 3.202.

**Vote: all yes**

**The policy committee reviewed Policy 3.205 – Security.** Adds language requiring principals to immediately report certain types of assaults and certain acts of vandalism to Director of Schools and law enforcement pursuant to change in state law.

**Discussion held:**

Motion was made by Mr. Tidwell and seconded by Ms. Rosales, to approve Policy 3.205.

**Vote: all yes**

**The policy committee reviewed Policy 3.400 – Student Transportation Management.** Adds language requiring Board to issue certificates to bus drivers. Also adds notice to be posted on bus stating that only authorized individuals may enter pursuant to change in state law.

**Discussion held:**

Discussion was held on how to decide when a bus driver is physically, mentally or morally unfit and who will be making the decision.

Also, members discussed if another certificate would be needed in addition to the one, they received from the Department of Transportation. Mr. Lee indicated that they have a format that they have followed and since the law states that they now need to issue a yearly certificate, as long as the bus driver submits all the required documentation, they will issue them a certificate yearly.

Discussion was held about changing the line, so it reads only one certificate is issued.

Mr. Lee asked about changing the language to not read “Director of Schools” to or his “designee” in line 4

Ms. Ridley mentioned that it needs to be changed in line 11 as well.

Ms. Darby asked about the complaints for transportation and Mr. Lee stated that they have a database now and have a procedure in place now.

Motion was made by Ms. Darby seconded by Ms. Sharp, to change the language in red.

Mr. Lee mentioned that on page 3, line 4 it indicates submitting a report to the director of schools and he suggested that it read director of school's designee. Ms. Ridley indicated that it would also need to be changed in line 11. Mr. Reed suggested it read and/or.

Additionally, Mr. Lee suggested changing “student handbook” in line 14 to “website” and Dr. Sullivan stated he would leave “student handbook” and add “website”.

Motion was made by Ms. Darby and seconded by Mr. Tidwell To change the language in lines 11,14 & 4.

Motion was made by Mr. Tidwell and seconded by Ms. Maxwell to approve Policy 3.400 with changes.

**Vote: all yes**

**The policy committee reviewed Policy 4.201 – Class Size Ratios.** Adds language to modify class size requirements for CTE classes for grades 6-8 pursuant to change in state law.

Motion was made by Ms. Maxwell and seconded by Mr. Creasy, to approve Policy 4.201

**Vote: all yes**

**The policy committee reviewed Policy 4.301- Interscholastic Athletics.** Adds language to allow home school students to participate in interscholastic athletics in schools that are not members of TSSAA or TMSAA pursuant to change in state law.

**Discussion held:**

Dr. Sullivan indicated that previously we were allowing home school students to participate at a school that is not their zoned school but that is no longer an option per TSSAA.

Motion was made by Ms. Rosales and seconded by Ms. Maxwell, to approve Policy 4.301.

**Vote: all yes**

**The policy committee reviewed Policy 4.600 – Grading System.** Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.

Motion was made by Ms. Maxwell and seconded by Ms. Rosales, to approve Policy 4.600.

**Vote: all yes**

**The policy committee reviewed Policy 4.602- Grade Point Average (GPA) (9-12).** Changes Dual Enrollment Courses from 4 percentage points to 5 percentage points pursuant to change in state law. Updates language for middle school students taking high school courses.

Motion was made by Ms. Maxwell and seconded by Ms. Rosales, to approve Policy 4.60.2.

**Vote: all yes**

**The policy committee reviewed Policy 4.603 – Promotion and Retention.** Adds language to allow parents/guardians to voluntarily retain students in grades K-2 with certain conditions. Adds language for a new promotion pathway to the 5<sup>th</sup> grade pursuant to change in state law. Adds language to define high school cohort.

**Discussion held:**

Dr. Sullivan mentioned that the change only pertains to grades K-2.

Motion was made Mr. Scales and seconded, to approve Policy 4.603.

**Vote: all yes**

**The policy committee reviewed Policy 4.6041 -Testing for Credit.** Adds French I as an approved course.

Motion was made by Ms. Rosales and seconded by Mr. Creasy, to approve Policy 4.6041.

**Vote all yes**

**The policy committee reviewed Policy 4.605 – Graduation Requirements.** Removes language for homebound students to another policy. Adds IB mathematics for allowable course substitutions.

**Discussion held:**

Ms. Ridley indicated that this is not pursuant to a change in state law but pursuant to a change with the Department of Education.

Motion was made by Ms. Darby and seconded by Ms. Sharp to approve Policy 4.605.

**Vote: all yes**

**The policy committee reviewed Policy 4.606 – Graduation Activities.** Adds language for homebound students from Policy 4.605.

Motion was made by Ms. Rosales and seconded by Ms. Darby, to approve Policy 4.606.

**Vote: all yes**

**The policy committee reviewed Policy 5.115 – Assignment/Transfer.** Changes notification of transfer of employees.

**Discussion held:**

Dr. Sullivan indicated that the reason this change was proposed is that when employees are non-renewed, they are told it is for the efficient operation of the district or no reason is given because their contracts are from year to year.

Motion was made by Ms. Maxwell and seconded by Ms. Rosales, to approve Policy 5.115.

**Roll Call Vote:**

<b>Dr. James Sullivan</b>	<b>Yes</b>	<b>Dr. Kay Martin</b>	<b>Yes</b>
<b>Shelia Bratton</b>	<b>Yes</b>	<b>Dr. Mark Gullion</b>	<b>Yes</b>
<b>Claire Maxwell</b>	<b>Yes</b>	<b>Larry Creasy</b>	<b>Yes</b>
<b>Coy Young</b>	<b>Yes</b>	<b>Ellaina Taylor</b>	<b>Yes</b>
<b>Tammy Sharp</b>	<b>No</b>	<b>Rachel Rigsby</b>	<b>Yes</b>
<b>Frances Rosales</b>	<b>Yes</b>	<b>Monica Carr</b>	<b>Yes</b>
<b>Katie Darby</b>	<b>No</b>	<b>Jason Scales</b>	<b>Yes</b>
<b>Caleb Tidwell</b>	<b>No</b>	<b>Joe Hardman</b>	<b>Yes</b>

**Vote: Majority**

**The policy committee reviewed Policy 5.118 – Background Investigations.** Updates language to reflect the practice of the district that people who appear on the sex offender registry shall not be employed by the district.

**Discussion held:**

Ms. Ridley indicated this was requested by the HR Department. This is something that we already do but it wasn't in the policy.

Mr. Hartman referred to page 2, line 11 and asked when the CHRI is destroyed. Ms. Ridley stated it's every 7 years per state law.

Mr. Hartman motioned that the language be added "after 7 years" on line 12 and seconded by Ms. Rosales.

Motion was made by Ms. Maxwell and seconded by Ms. Rosales, to approve Policy 5.118 with changes.

**Vote: all yes**

**The policy committee reviewed Policy 5.307 - Physical Assault Leave.** Adds language to expand leave from teachers to any employee as a result of physical assault resulting from their employment duties pursuant to change in state law.

**Discussion held:**

Ms. Ridley indicated that previously it only applied to certified teachers and now it applies to all employees.

Motion was made by Ms. Maxwell and seconded by Ms. Sharp, to approve Policy 5.307.

**Vote: all yes**

**The policy committee reviewed Policy 5.701 - Substitute Teachers.** Adds annual school safety training for substitute teachers pursuant to change in state law.

Motion was made by Ms. Rosales and seconded by Ms. Maxwell, to approve Policy 5.701.

**Vote: all yes**

**The policy committee reviewed Policy 5.802 – Qualifications and Duties of the Director of Schools.** Adds language requiring the Director of Schools to report if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction pursuant to changes in state law.

Motion was made by Ms. Maxwell and seconded by Ms. Sharp to approve Policy 5.802.

**Vote: all yes**

**The policy committee reviewed Policy 6.200 – Attendance.** Changes language for acceptance of excused absence notes. Also updates absences for classes on a 4x4/modified block schedule.

Motion was made by Ms. Rosales and seconded by Ms. Maxwell, to approve Policy 6.200.

**Vote: all yes**

**The policy committee reviewed Policy 6.2011 – Voluntary Pre-K Attendance.** Updates district contact information for the Pre-K program.

Motion was made by Ms. Rosales and seconded by Mr. Creasy to approve Policy 6.2011.

**Vote: all yes**

**The policy committee reviewed Policy 6.203 – School Admissions.** Adds language allowing principals to request information regarding certain delinquent offenses of student pursuant to change in state law.

Motion was made by Ms. Darby and seconded by Mr. Creasy, to approve Policy 6.203.

**Vote: all yes**

**The policy committee reviewed Policy 6.300 – Code of Conduct.** Adds language requiring law enforcement and Director of Schools to be immediately notified of an assault on school property. Adds a separate category of assault of an LEA employee pursuant to change in state law.

Motion was made by Mr. Tidwell and seconded by Ms. Rosales , to approve Policy 6.300.

**Vote: all yes**

**The policy committee reviewed Policy 6.308 – Bus Safety and Conduct.** For discussion  
**Discussion Held:**

Mr. Tidwell asked about page 2, line 2 and suggested changing the language so that the material is available for 5 days instead of 3 days. Ms. Ridley mentioned that it depends on the activity on the bus and it's possible the video would be overwritten after 3 days. Dr. Sullivan said he will look into the bus video storage.

Ms. Rosales suggested having further discussions regarding making some changes to this policy.

Motion made by Ms. Rosales and seconded to postpone until the next Policy Committee meeting.

**Vote: all yes**

**The policy committee reviewed Policy 6.309 – Zero Tolerance Offenses.** Adds language that a valid threat of mass violence shall be determined by a threat assessment team pursuant to change in state law.

Motion was made by Ms. Sharp and seconded by Ms. Maxwell to approve Policy 6.309.

**Vote: all yes**

**The policy committee reviewed Policy 6.316 – Suspension.** Adds language that invalid threats of mass violence as determined by a threat assessment team can still result in suspension. Adds that a student can be suspended from school-sponsored activities for one year for an assault of an employee pursuant to change in state law.

Motion was made by Dr. Sullivan and seconded by Ms. Rosales, to approve Policy 6.316.

**Vote: all yes**

**The policy committee reviewed Policy 6.318 – Admission of Suspended or Expelled Students.**

Adds language allowing principals to request information regarding certain delinquent offenses of students pursuant to change in state law.

Motion was made by Mr. Tidwell and seconded by Ms. Rosales to approve Policy 6.318.

**Vote: all yes**

**The policy committee reviewed Policy 6.409 – Reporting Child Abuse.** Adds requirement that the Director of Schools submit the names of the child abuse coordinator and an alternate for each school to the Department of Children’s Services pursuant to change in state law.

Motion was made by Ms. Maxwell and seconded by Ms. Darby, to approve Policy 6.409.

**Vote: all yes**

**The policy committee reviewed Policy 6.415 – Student Suicide Prevention.** Updates language for clarity and consistency.

**Discussion Held:**

Ms. Darby asked about line 15, the Rutherford County Mental Health Procedures and what it is. Ms. Ridley showed the packet with the procedures. Mr. Tidwell asked that she send it to the Board so they could review it.

Motion was made by Ms. Sharp and seconded by Ms. Darby to approve Policy 6.415.

**Vote: all yes**

**The policy committee reviewed Policy 6.3041 – Title IX and Sexual Harassment.** Postponed from meeting on 3/18/2024. Changes timeline for notice of before beginning investigation and changes timeline for completion of investigations.

**Discussion Held:**

Mr. Tidwell asked about putting in language that accommodations can be made during the investigation. Ms. Ridley indicated that the law states supportive measures are put in place as soon as the complaint is filed and that is something that we already do.

Mr. Hardman had a question about page 5, line 34 where it reads “10 days from the date of written notice” and asked if it should specify calendar or business days.

Motion was made by Mr. Hardman and seconded by Ms. Maxwell to add “business days”

Motion was made by Ms. Maxwell and seconded by Ms. Rosales, to approve Policy 6.3041.

**Vote: 2 no**

**Motion passed**

## **6. NEW POLICIES**

**The policy committee reviewed Policy 3.2051 – School Resource Officers (SROs) Involvement and Curriculum Implementation.** (1) Postponed from meeting on 3/18/2024. Policy for SROs involvement and curriculum implementation. (2) Adds language for which class can be used for sessions.

### **Discussion Held:**

Ms. Rosales referenced page 1, letter D and suggested that since every freshman student is required to take an English class, that this would be the best class to teach this curriculum at the beginning of the school year.

Dr. Martin mentioned that freshman English is a tested subject area, and it would be better to have it in their junior or senior year in the homeroom or advisory programs.

Mr. Creasy suggested homerooms or class level meetings.

Motion was made by Dr. Sullivan and seconded by Ms. Sharp to approve adding “homeroom and class level meetings” and striking Freshman English and adding “may be used” and striking “can be used”.

Ms. Ridley suggested moving “at the beginning of the school year” to the front of the sentence.

Ms. Darby seconded

Motion was made by Dr. Sullivan and seconded by Ms. Darby to move “at the beginning of the school year” from the end of the sentence to the beginning.

Motion was made by Ms. Rosales and seconded by Mr. Creasy to approve Policy 3.2051. (option 2)

**Vote: all yes**

**The policy committee reviewed Policy 4.213 – Family Life Education.** Policy for instruction on family life curriculum.

### **Discussion Held:**

Ms. Ridley mentioned that she reached out to TSBA regarding some language in the proposed policy because it’s not what state law says. On the last page, lines 19 & 20, should read “the curriculum is selected by the LEA and reviewed and approved by the Board.”

Motion was made by Ms. Rosales and seconded to change language.

Motion was made by Mr. Tidwell and seconded by Ms. Maxwell to approve Policy 4.213.

**Vote: all yes**

**The policy committee reviewed Policy 4.214 – Use of Artificial Intelligence Programs.** Policy for use of artificial intelligence for instructional and assignment purposes.

**Discussion Held:**

Ms. Ridley indicated that the Instruction Department had some suggested changes.

Page 2, line 6, “The Instructional Technology Department will make AI training available to employees who would like to use AI with students.”

Page 2, line 24, “An approved list of AI programs will be provided on the RCS Instructional Technology website.”

Motion was made by Mr. Hartman and seconded by Ms. Rosales to add the suggested language.

Motion was made by Ms. Rosales and seconded by Ms. Maxwell, to approve Policy 4.214.

**Vote: all yes**

**The policy committee reviewed Policy 6.4052 – Opioid Antagonist.** Policy for possession and maintenance of opioid antagonists.

**Discussion Held:**

Motion was made by Ms. Sharp and seconded by Ms. Darby to approve Policy 4.214.

**Vote: all yes**

**Policy Change**

**The policy committee reviewed Policy 4.403 – Library Materials.** (1) Adds language to the standards for immediate removal of material if it contains certain content pursuant to change in state law. (2) Postponed from meeting on 3/18/2024. Adds parents the ability to op-in for a mature reading list for their student. Adds the option to have removed material be available to students who have parent permission. (3) Adds language for restricted reading list.

**Discussion Held:**

Motion was made by Mr. Tidwell and seconded by Ms. Darby to add on line 5 “Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability.”

**Vote: all yes**

Motion was made by Dr. Sullivan and seconded by Mr. Tidwell to use the current policy as the background for the policy changes being reviewed.

**Vote: all yes**

Motion was made by Ms. Rosales and seconded by Ms. Maxwell to add language “If a local board of education or public charter school governing body does not make a determination within 60 days from the date of which the feedback was received, then the student’s parent or guardian or school employee who submitted the feedback of the material may request a state textbook and instructional material quality commission to evaluate the material.”

Ms. Darby suggested adding the language on page 2, line 38 and adding a number 9.

**Vote: all yes**

Motion was made by Mr. Tidwell and seconded by Ms. Rosales to add the language “any material in whole or in part”.

**Vote: all yes**

Ms. Darby indicated that Dr. Martin had a suggestion that instead of adding a number 9 on page 2, add the language “in the case that no decision has been made within 60 days” and then add in the HB843 law. Dr. Martin suggested putting it in as a separate sentence before Appeals to the Director of Schools.

Motion made by Dr. Martin and seconded to add the language

**Vote: all yes**

Motion made by Ms. Rosales and seconded by Ms. Darby to remove Restricted Reading List.

**Vote: all yes**

Motion made by Mr. Tidwell and seconded by Ms. Darby to move forward with changes to Policy 4.403.

**Vote: all yes**

## **7. ADJOURNMENT**

Meeting adjourned at 8:37 p.m.

**Rutherford County Board of Education**

2240 Southpark Drive  
Murfreesboro, TN 37128

Policy Committee Meeting

July 31, 2024

**Board Members Present**

Shelia Bratton, Chair  
Claire Maxwell, Vice Chair  
Tammy Sharp  
Katie Darby  
Caleb Tidwell  
Frances Rosales  
Coy Young

**Committee Members Present**

Dr. Kay Martin  
Dr. Mark Gullion  
Larry Creasy  
Ellaina Taylor  
Joe Harman  
Monica Carr  
Jason Scales

Dr. James Sullivan, Director of Schools

**Others Present**

Monika Ridley  
Jeff Reed  
Stacy Wallace

**1. CALL TO ORDER**

The Board Chair, Ms. Bratton, called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Dr. Sullivan

**3. APPROVAL OF THE AGENDA**

Motion made by Ms. Maxwell and seconded by Mr. Tidwell to approve the agenda.

**4. PUBLIC COMMENT**

No public comments

**5. POLICY CHANGES\***

\*Policy will be requested to be approved on one (1) reading as it is necessary to take effect before the start of the 2024-2025 school year.

**The policy meeting began with a review of Policy 4.403 – Library Materials** Adds language pursuant to change in state law.

**Discussion held:**

Motion made by Dr. Sullivan and seconded by Ms. Rosales to add to lines 23 and 30, page 1 “and reviewed for final decision by the Board.”

**Vote: all yes**

Motion made by Mr. Tidwell and seconded by Ms. Maxwell to change the language on line 25 by removing “feedback” and replacing it with “complaint”.

**Vote: all yes**

Motion made by Ms. Rosales and seconded by Mr. Tidwell to include the exact language from Public Chapter 782 on line 27, page 2.

**Vote: all yes**

Motion made by Mr. Tidwell and seconded by Ms. Rosales to approve Policy 4.403

**Vote: all yes**

**6. ADJOURNMENT**

Meeting adjourned at 6:04 p.m.

**Bid #3750**  
**Custodial Supplies / Equipment**

Item #	Product	A-Z	American Paper and Twine	ARG Reliable	Buckeye	Central Poly	HD Supply	*Kelsan	MSC Industrial Supply	*Patifco Corporation	Quill	Sigma Supply of North	Staples Advantage	Unipak
<b>Floor Care Materials</b>														
1	Dual Product Carpet Extraction Fluid/ Bonnet & Traffic Lane Cleaner 9.5ph min.	\$ 78.86	\$ 76.92		\$ 75.02			\$ 34.30	\$ 15.41	\$ 38.81			\$ 62.80	
2	19" White Carpet Scrubbing Bonnet w/green Agitation Strip	\$ 33.39	\$ 30.86		\$ 46.48		\$ 23.89	\$ 17.84		\$ 18.11			\$ 27.00	
3	FiberPro Liquid Defoam Concentrate with ph 7.0-8.0	\$ 75.88	\$ 45.69		\$ 65.40			\$ 59.30		\$ 35.55			\$ 74.20	
4	Praters Court Marshall Athletic Floor Cleaner (No Substitues)		\$ 35.83		\$ 41.86					\$ 26.90			\$ 289.00	
5	Spray and Buff for LVT Floor: Diversey SNAPBACK or approved equal	\$ 49.64	\$ 27.55		\$ 77.84		\$ 29.40	\$ 42.30		\$ 32.73			\$ 46.85	
<b>Buffing/Stripping Pads</b>														
6	20" Natural Blend White Hog Hair 3300 (No Substitues)	\$ 49.63	\$ 31.17		\$ 23.50		\$ 23.85	\$ 33.66		\$ 22.03		\$ 49.03	\$ 32.00	
7	20" Scotch-Brite Surface Preparation Pad (No Substitues)	\$ 106.20	\$ 93.00		\$ 85.05		\$ 86.10	\$ 100.40		\$ 75.96	\$ 87.40	\$ 122.76	\$ 81.35	
8	20" SC Johnson Professional EZ Care Heavy Duty Pad, Red (No Substitues)	\$ 77.70	\$ 79.14		\$ 23.50		\$ 76.82	\$ 56.29	\$ 169.84	\$ 28.44			*\$19.37	
9	20" White Super Polish Pad must be the 4100 3M pad (No Substitues)	\$ 36.16	\$ 27.16		\$ 23.50		\$ 29.21	\$ 29.33	\$ 61.89	\$ 30.99	\$ 35.40	\$ 42.70	\$ 28.00	
10	13" Black Stripping Pads	\$ 8.86	\$ 10.08		\$ 8.93		\$ 6.05	\$ 7.44	\$ 4.99	\$ 23.23	\$ 34.80		\$ 25.45	
11	13" White Polishing Pads	\$ 8.86	\$ 10.08		\$ 8.93		\$ 6.05	\$ 7.44	\$ 14.56	\$ 14.04			\$ 15.50	
12	13" Red Buffing Pads	\$ 8.86	\$ 10.08		\$ 8.93		\$ 6.05	\$ 7.44	\$ 6.47	\$ 13.04	\$ 12.90		\$ 14.25	
13	13" Single-Sided Clean & Shine Pad SC Johnson (No Substitues)	\$ 45.73	\$ 46.32				\$ 45.24	\$ 49.59	\$ 99.94	\$ 15.27			\$ 15.50	
14	27" Natural Blend Tan Hog Hair 3500 (No Substitues)		\$ 60.47		\$ 47.82		\$ 70.55	\$ 65.30		\$ 40.01			\$ 58.00	
15	27" Natural Blend White Hog Hair 3300 (No Substitues)		\$ 69.23		\$ 47.82		\$ 79.33	\$ 77.77		\$ 40.22			\$ 55.00	
16	6" x 10" Doodle Bug	\$ 178.74	\$ 1.74				\$ 18.90	\$ 107.58	\$ 49.81	\$ 10.99			\$ 28.00	
17	6" x 10" Doodle Bug 5' Handle Threaded	\$ 2.91	\$ 2.61				\$ 2.02	\$ 5.36	\$ 49.81	\$ 7.36			\$ 4.75	
18	6" x 10" Extra Heavy Black Doodle Bug Hi Pro Pads (no Substitues)	\$ 144.43	\$ 2.50				\$ 28.95	\$ 107.77	\$ 4.26	\$ 40.11	\$ 32.50		\$ 21.65	
19	20" Floor Scrubber Medium Duty Floor Brush (18" Actual Diameter)		\$ 71.79					\$ 75.77		\$ 76.50				
<b>Cleaner/Disinfectants</b>														
20	Clorox Disinfectant Wipes 1 lb. canisters or equal	\$ 33.49	\$ 33.84		\$ 24.50		\$ 23.96	\$ 33.47	\$ 15.42	\$ 43.62	\$ 36.20	\$ 36.23	\$ 24.60	
21	Electronic/Keyboard Wipes	\$ 7.97	\$ 7.77						\$ 8.01				\$ 3.50	
22	Disinfectant Deodorant	\$ 29.49	\$ 22.81				\$ 19.50	\$ 19.41	\$ 10.88	\$ 25.87			\$ 34.68	
23	SC Johnson Disinfectant Deodorant (No Substitues)	\$ 13.89	\$ 14.59				\$ 11.12	\$ 14.65	\$ 17.81	\$ 24.39			\$ 17.50	
24	Dust Mop Treatment (Water Base)	\$ 115.59	\$ 28.28		\$ 13.30		\$ 31.32	\$ 47.13	\$ 5.68	\$ 44.98			\$ 63.75	
25	Furniture Polish (Lemon Scented)	\$ 4.72	\$ 39.35		\$ 58.19		\$ 41.64	\$ 65.10	\$ 11.55	\$ 42.30			\$ 33.68	
26	Pure Bright® Liquid Bleach	\$ 19.93	\$ 17.64				\$ 13.23	\$ 24.05	\$ 10.42	\$ 22.50	\$ 43.00	\$ 25.54	\$ 21.50	
27	Foam Hand Soap SC Johnson 1 liter Clear or Azure Foam soap, must fit SC Johnson	\$ 37.49	\$ 31.99		\$ 45.26		*\$27.60	\$ 41.07	\$ 77.22	\$ 34.26			\$ 46.38	
28	Foam Hand Soap SC Johnson dispenser (for the above soap)(NO SUBSTITUES)	No Charge	No Charge		No Charge		No Charge	No Charge					No Charge	
29	Stainless Steel Cleaner (Oil Base)	\$ 5.52	\$ 42.12		\$ 62.24			\$ 75.72	\$ 6.42	\$ 58.98			\$ 58.28	
30	Tile & Grout Cleaner	\$ 75.34	\$ 22.18		\$ 19.45		\$ 33.48	\$ 33.27		\$ 42.87	\$ 53.20		\$ 35.00	
31	Vomit Absorbent Vroben - 24 bags per case (No Substitues)		\$ 48.90		\$ 82.87					\$ 42.06			\$ 135.60	
32	Chewing Gum Remover	\$ 44.49	\$ 3.66		\$ 39.98		\$ 56.16	\$ 80.07	\$ 7.76	\$ 36.98	\$ 46.00		\$ 41.25	
33	Fantastik Max Mark/Vandalism Remover (NO SUBSTITUES)	\$ 44.39	\$ 44.47		\$ 61.75		\$ 44.12	\$ 45.76		\$ 53.20			\$ 26.53	
34	TruShot 2.0 Glass & Multi-Surface Cleaner Concentrate 10 oz. Cartridge	\$ 40.86	\$ 38.96		\$ 94.42		\$ 42.74	\$ 44.15	\$ 103.71	\$ 62.25		\$ 82.66	\$ 23.36	
35	TruShot 2.0 Multi Surface, Restroom & Disinfectant Cleaner, Concentrate, 10 oz. Cartridge	\$ 57.52	\$ 55.03		\$ 95.52		\$ 60.38	\$ 62.37		\$ 92.99		\$ 81.01	\$ 4.53	
36	TruShot 2.0 Power Cleaner and Degreaser Concentrate 10 oz. Cartridge	\$ 41.39	\$ 39.75		\$ 107.69		\$ 43.62	\$ 42.05	\$ 103.71	\$ 49.99			\$ 3.44	
37	TruShot 2.0 Trigger Dispenser 10 oz. Trigger	\$ 52.46	\$ 13.90		\$ 42.34		\$ 57.27	\$ 79.50	\$ 108.30	\$ 98.08				
38	Heavy Duty Neutral Floor Cleaner Concentrate 2 Liter Cartridge	\$ 89.46	\$ 85.11		\$ 110.73		\$ 88.56	\$ 91.48	\$ 190.83	\$ 82.84			\$ 41.85	
39	Trufill Dispensing Head	\$ 799.00	\$ 16.31				\$ 847.77	\$ 875.79	\$ 29.45					
40	Hose Hook-up Kit - Standard - 3/4 in. diameter x 6 ft. or equal	\$ 29.64	\$ 34.93				\$ 376.70	\$ 389.15	\$ 55.00	\$ 23.63				

**Bid #3750**  
**Custodial Supplies / Equipment**

Item #	Product	A-Z	American Paper and Twine	ARG Reliable	Buckeye	Central Poly	HD Supply	*Kelsan	MSC Industrial Supply	*Patifco Corporation	Quill	Sigma Supply of North	Staples Advantage	Unipak
<b>Paper Materials</b>														
41	GP Pacific Blue Ultra 8" High Capacity Paper Towel Rolls - Brown (Item #26495)	\$ 92.02	\$ 61.30	\$ 109.45	*\$56.11		\$ 63.63	\$ 62.88	\$ 128.47	\$ 63.34			\$ 69.99	
42	GP Pacific Blue Ultra Coreless 2-Ply Toilet Paper 574' per roll - (Item #11728)	\$ 106.81	\$ 58.30	\$ 122.84	*\$51.20		\$ 60.50	\$ 59.78	\$ 113.50	\$ 65.34			\$ 65.00	
43	Scott Essential Brown Paper Towel 8" roll 700' per roll (Item #54038)	\$ 58.63	\$ 31.91	\$ 59.16	\$ 34.50		\$ 32.38	\$ 32.00	\$ 54.57	\$ 48.49			\$ 32.54	
44	Scott Essential Brown Paper Towel 8" roll 950' per roll (Item #02001)	\$ 62.54	\$ 43.30	\$ 79.21	\$ 47.70		\$ 43.95	\$ 43.42	\$ 73.68	\$ 42.11			\$ 46.50	
45	Scott Coreless JRT Jr. Bathroom Tissue 2ply 1,150' per roll (Item #07006)	\$ 72.92	\$ 49.81	\$ 86.83	\$ 51.20		\$ 50.55	\$ 49.94	\$ 104.38	\$ 71.67			\$ 52.99	
46	Multi-Fold towels (Brown)	\$ 17.14	\$ 16.99	\$ 20.48	\$ 25.50	\$ 26.00	\$ 22.15	\$ 18.80	\$ 42.83	\$ 22.99	\$ 29.60		\$ 18.50	
47	Single-Fold Towels (Brown)	\$ 17.75	\$ 19.45	\$ 21.53	\$ 28.12	\$ 25.00	\$ 27.28	\$ 19.51	\$ 44.54	\$ 20.55	\$ 39.20		\$ 18.50	
48	Toilet Tissue (2-ply 4 x 3.92 500 sheet rolls)	\$ 34.99	\$ 34.84	\$ 35.72	\$ 50.22	\$ 24.00	\$ 35.40	\$ 36.30	\$ 85.96	\$ 45.91	\$ 52.80		\$ 39.80	
49	Teri Reinforced Towels	*\$46.49	**\$54.34				**\$54.34	\$ 86.52	\$ 133.19	\$ 61.50			\$ 157.50	
50	Wypeall ProScrub Heavy Duty Wet Towels (No Substitutes)	\$ 83.42	\$ 67.31	\$ 92.81			\$ 60.71	\$ 66.49	\$ 20.11	\$ 82.43	\$ 16.70	\$ 83.03	\$ 11.35	
<b>Brooms/Mops</b>														
51	Warehouse nylon Brooms	\$ 111.87	\$ 5.87		\$ 15.23		\$ 61.23	\$ 12.39	\$ 3.82	\$ 10.19			\$ 9.35	
52	Medium Swinger Loop Wet Mop Heads, Cotton, Green (NO SUBSTITUES)	\$ 53.26	\$ 9.78		\$ 6.81		\$ 7.47	\$ 5.47	\$ 12.61	\$ 59.58			\$ 46.72	
53	Large Swinger Loop Wet Mop Heads, Cotton, Blue (NO SUBSTITUES)	\$ 67.11	\$ 9.78		\$ 7.04		\$ 7.47	\$ 9.67	\$ 14.27	\$ 59.58			\$ 58.50	
54	MicroFiber mop head (NO SUBSTITUES)	\$ 77.76	\$ 11.19		\$ 11.15		\$ 10.21	\$ 7.07		\$ 10.50			\$ 93.00	
55	Rubbermaid® Commercial Invader® Side-Gate Wet-Mop Handle (NO SUBSTITUES)	\$ 12.99	\$ 12.30		\$ 12.15		\$ 11.23	\$ 12.89		\$ 10.57		\$ 14.50	\$ 14.50	
56	Dust Mop Handles	\$ 7.79	\$ 27.05		\$ 8.46		\$ 5.96	\$ 7.59		\$ 15.64	\$ 10.20		\$ 6.86	
57	24 oz. Wet Mop Heads (Cotton, Saddle)	\$ 40.62	\$ 4.01				\$ 23.21	\$ 4.27	\$ 6.42	\$ 24.25			\$ 48.57	
58	12" Plastic Dust Pans	\$ 2.09	\$ 3.45		\$ 2.37		\$ 1.87	\$ 2.59	\$ 10.27	\$ 12.32	\$ 5.46		\$ 2.85	
<b>Dust Mop Frames/Covers/Scrapers - No Substitutions and Dust Mop Covers must be washable not disposable.</b>														
59	24 x 3 1/2 Dust Mop Frame		\$ 2.59		\$ 3.59		\$ 1.89	\$ 5.12	\$ 6.41	\$ 3.99			\$ 4.38	
60	36 x 3 1/2 Dust Mop Frame		\$ 3.47		\$ 4.95		\$ 2.24	\$ 6.26	\$ 7.03	\$ 4.58			\$ 4.45	
61	60 x 3 1/2 Dust Mop Frame		\$ 7.68		\$ 9.65		\$ 3.72	\$ 10.10		\$ 5.14			\$ 6.05	
62	24 x 3 1/2 Dust Mop Cover (cloth) snap on covers		\$ 5.04		\$ 7.98		\$ 34.80	\$ 10.06		\$ 44.67			\$ 37.40	
63	36 x 3 1/2 Dust Mop Cover (cloth) snap on covers		\$ 5.81		\$ 11.80		\$ 47.76	\$ 14.75		\$ 48.07			\$ 47.88	
64	60 x 3 1/2 Dust Mop Cover (cloth) snap on covers		\$ 10.58		\$ 19.28		\$ 61.44	\$ 24.39		\$ 53.17			\$ 84.00	
65	Long Handle Floor Scrapers		\$ 13.12		\$ 23.06		\$ 11.91	\$ 13.18		\$ 25.75	\$ 26.50		\$ 21.25	
66	Replacement Scraper Blades		\$ 5.78		\$ 16.85		\$ 5.36	\$ 5.80		\$ 10.14			\$ 7.50	
<b>Gloves</b>														
67	Small Medical Exam Vinyl Gloves (Powder -Free)	\$ 26.43	\$ 2.21	\$ 24.85	\$ 20.25		\$ 18.50	\$ 24.14		\$ 19.50	\$ 37.20		\$ 26.95	\$ 20.50
68	Medium Medical Exam Vinyl Gloves (Powder Free)	\$ 26.43	\$ 2.21	\$ 24.85	\$ 20.25		\$ 18.50	\$ 24.14	\$ 15.07	\$ 19.50	\$ 41.10		\$ 26.95	\$ 20.50
69	Large Medical Exam Vinyl Gloves (Powder Free)	\$ 26.43	\$ 2.21	\$ 24.85	\$ 20.25		\$ 18.50	\$ 24.14	\$ 4.37	\$ 19.50	\$ 43.20		\$ 26.95	\$ 20.50
70	X-Large Medical Exam Vinyl Gloves (Powder Free)	\$ 26.43	\$ 2.21	\$ 24.85	\$ 20.25		\$ 18.50	\$ 24.14	\$ 6.65	\$ 19.50	\$ 27.10		\$ 26.95	\$ 20.50
71	Small Medical Exam Nitrile Gloves (Powder -Free)	\$ 36.04	\$ 30.03	\$ 44.80	\$ 30.50		\$ 28.90	\$ 30.13	\$ 11.80	\$ 25.00	\$ 32.80		\$ 33.00	\$ 28.50
72	Medium Medical Exam Nitrile Gloves (Powder -Free)	\$ 36.04	\$ 30.03	\$ 44.80	\$ 30.50		\$ 28.90	\$ 30.13	\$ 35.69	\$ 25.00	\$ 42.80		\$ 33.00	\$ 28.50
73	Large Medical Exam Nitrile Gloves (Powder -Free)	\$ 36.04	\$ 30.03	\$ 44.80	\$ 30.50		\$ 28.90	\$ 30.13	\$ 45.48	\$ 25.00	\$ 42.10		\$ 33.00	\$ 28.50
74	X-Large Medical Exam Nitrile Gloves (Powder -Free)	\$ 36.04	\$ 30.03	\$ 44.80	\$ 30.50		\$ 28.90	\$ 30.13	\$ 23.18	\$ 25.00	\$ 42.10		\$ 33.00	\$ 28.50
<b>Can Liners</b>														
75	24 X 32 - .5 Mil 12-16 Gallon 500 CS	\$ 19.38	\$ 15.35		\$ 19.90	\$ 24.99	\$ 23.71	\$ 19.98	\$ 51.98	\$ 21.99		\$ 28.91	\$ 38.40	\$ 24.25
76	60 gal. Liners 38 x 58 (1.5 Mil) on Roll - 250 CS	\$ 19.11	\$ 23.68		\$ 29.21	\$ 21.99	\$ 21.98	\$ 21.33	\$ 60.87	\$ 25.20		\$ 28.72	\$ 77.50	\$ 16.50
<b>Trigger Sprayer/Bowl Mops</b>														
77	32 oz. Trigger Sprayers	\$ 0.59	\$ 0.59				\$ 0.60	\$ 1.55	\$ 19.70	\$ 1.50	\$ 1.21		\$ 0.99	

**Bid #3750**  
**Custodial Supplies / Equipment**

Item #	Product	A-Z	American Paper and Twine	ARG Reliable	Buckeye	Central Poly	HD Supply	*Kelsan	MSC Industrial Supply	*Patifco Corporation	Quill	Sigma Supply of North	Staples Advantage	Unipak
78	Toilet Bowl Brush, 10" Handle, White	\$ 1.29	\$ 1.15		\$ 0.92		\$ 0.70	\$ 0.85	\$ 2.49	\$ 1.74	\$ 2.49	\$ 3.55	\$ 1.95	
79	Rubbermaid Commercial Toilet Brush with Plastic Handle (NO SUBS)	\$ 1.99	\$ 1.15		\$ 3.34		\$ 1.98	\$ 2.76	\$ 7.62	\$ 1.30	\$ 2.49	\$ 46.66	\$ 1.95	
<b>Restroom Equipment</b>														
80	GP Pacific Blue Mechanical Paper Towel Dispenser (Item #59589)		No Charge	\$ 53.03	No Charge		No Charge	No Charge	\$ 24.58	\$ 1.00			No Charge	
81	GP Pacific Blue Ultra Coreless Toilet Paper Dispenser- Smoke - 4 roll cap.(Item#56602A)		No Charge	\$ 37.80	No Charge		No Charge	No Charge	\$ 46.10	\$ 1.00			No Charge	
82	Scott Essential Manual Hard Roll Towel Dispenser - Black (item #46253)		No Charge	\$ 21.60	No Charge		No Charge	No Charge	\$ 9.89	\$ 1.00			No Charge	
83	Scott Essential Coreless Twin Jumbo Roll Tissue Dispenser - Black (item #09608)		No Charge	\$ 39.29			No Charge	No Charge	\$ 9.20	\$ 1.00			No Charge	
84	Single-Fold Towel Cabinet	\$ 25.86	\$ 18.62	\$ 46.79			\$ 19.23	\$ 36.11	\$ 27.93	\$ 29.87				
85	Toilet Tissue Holder	\$ 14.46	\$ 25.00				\$ 5.59	\$ 9.83		\$ 1.00			\$ 13.03	
86	Instant Foam Complete Hand Sanitizer 400 ml Pump (IFC400ML)	\$ 51.07	\$ 55.38		\$ 130.88		\$ 34.74	\$ 56.04	\$ 163.84	\$ 68.05			\$ 53.65	
<b>Bug Spray/Other Cleaners</b>														
87	Wasp & Hornet Spray	\$ 67.59	\$ 4.37				\$ 46.68	\$ 75.90	\$ 7.87		\$ 65.70		\$ 77.14	
88	Head Lice Spray	\$ 82.08	\$ 48.83					\$ 110.34						
89	Roach and Ant Killer	\$ 51.84	\$ 4.59				\$ 55.32		\$ 6.97				\$ 75.98	
90	Pumice Hand Cleaner	\$ 19.39	\$ 21.41				\$ 13.97	\$ 19.84	\$ 30.37		\$ 19.84	\$ 44.50	\$ 16.00	
91	Ice Melt	\$ 12.41	\$ 21.80				\$ 12.32		\$ 48.59	\$ 14.50	\$ 13.20	\$ 18.73	\$ 16.50	
<b>Cleaning Equipment</b>														
92	Rubbermaid® Commercial WaveBrake® 2.0 Bucket/Wringer Combos (NO SUBS)	\$ 102.97	\$ 113.68		\$ 72.87		\$ 71.89	\$ 90.05	\$ 204.81	\$ 75.40	\$ 99.00	\$ 88.90	\$ 79.58	
93	Janitorial Carts (NO SUBSTITUES)	\$ 179.00	\$ 168.78		\$ 155.00		\$ 135.63	\$ 170.58	\$ 323.50	\$ 216.52		\$ 224.21	\$ 165.86	
94	Bag replacement for janitorial cart (NO SUBSTITUES)	\$ 64.25	\$ 51.31		\$ 25.00		\$ 29.87	\$ 51.31	\$ 91.25				\$ 45.66	
95	Commercial Vacuum Belts (Sanitare Vacuum SC679J) (NO SUBSTITUES)		\$ 0.70				\$ 0.84	\$ 0.66	\$ 209.74					
96	12 X 12 Microfiber Towels ( Yellow, Blue & Green)	\$ 9.50	\$ 0.43		\$ 8.40		\$ 0.68	\$ 5.89	\$ 9.35	\$ 20.30	\$ 14.66		\$ 5.23	
97	Microfiber Towells 12' X 12" Blue, green & Yellow	\$ 9.50	\$ 0.43		\$ 8.40		\$ 0.68	\$ 5.89	\$ 9.35	\$ 20.30	\$ 14.66		\$ 5.23	
98	Cobweb Duster Brush COBWO	\$ 8.79	\$ 44.58				\$ 48.12	\$ 8.59	\$ 17.46	\$ 5.89	\$ 9.34	\$ 10.60	\$ 8.00	
99	ErgoTec Squeegee, 12" Wide Blade, 4" Handle	\$ 16.99	\$ 16.39				\$ 11.86	\$ 19.04	\$ 64.92	\$ 25.99			\$ 14.80	
100	ErgoTec Replacement Squeegee Blades, 12" Wide Blade, 12/Pack	\$ 35.39	\$ 4.65				\$ 29.28	\$ 2.54	\$ 321.00	\$ 17.53				
101	Original Strip Washer with Green Nylon Handle,10" Wide Blade, 5.5"	\$ 13.89	\$ 22.58				\$ 12.07	\$ 16.30		\$ 10.28	\$ 17.30		\$ 14.80	
102	Replacement Strip Washer 10"		\$ 6.45				\$ 8.08	\$ 9.67	\$ 9.34	\$ 21.87			\$ 13.40	
103	Telescopic Pole for Above items EZ25G	\$ 40.49	\$ 38.45				\$ 34.29	\$ 49.20	\$ 42.66	\$ 60.86			\$ 35.00	
104	Angled Lobby Broom, Poly Bristles, 35"	\$ 7.38	\$ 7.46		\$ 15.23		\$ 5.39	\$ 6.15	\$ 20.83	\$ 6.33	\$ 10.50		\$ 4.50	
105	Lobby Pro Upright Dustpan with Wheels	\$ 18.79	\$ 13.86		\$ 11.25		\$ 8.47	\$ 13.78	\$ 41.20	\$ 11.82	\$ 17.20	\$ 5.40	\$ 12.70	
106	Handheld Lambswool Extention Duster	\$ 6.36	\$ 73.60		\$ 7.40		\$ 5.09	\$ 7.98		\$ 5.89	\$ 8.29		\$ 5.50	
107	18" 5 1/2, Microfiber Finish Pad (No Substitutes)	\$ 16.77	\$ 15.49		\$ 3.56		\$ 8.08	\$ 15.82	\$ 14.10	\$ 6.91			\$ 72.68	
108	Rubbermaid® 18" Quick Connect Single-Sided Frame	\$ 15.33	\$ 12.31				\$ 10.44	\$ 11.94			\$ 29.30	\$ 17.64	\$ 20.45	
109	Rubbermaid® 58" Quick-Connect Handle	\$ 12.69	\$ 5.41				\$ 4.21	\$ 5.35	\$ 17.15		\$ 17.50	\$ 13.05	\$ 9.50	
110	Rubbermaid® Microfiber Floor Finishing System(Kit)	\$ 241.47	\$ 148.21				\$ 183.97	\$ 147.31					\$ 165.20	
111	44 gal. Brute Container	\$ 41.36	\$ 39.89		\$ 44.94		\$ 26.09	\$ 40.11	\$ 83.96	\$ 32.24	\$ 78.40	\$ 43.95	\$ 63.60	
112	22" Straight Floor Squeegee		\$ 5.05		\$ 23.12		\$ 5.11	\$ 5.86	\$ 7.48	\$ 13.16	\$ 19.80		\$ 15.80	
113	44 gal. Brute Blue Recycle Container	\$ 64.59	\$ 41.04		\$ 44.94		\$ 35.05	\$ 40.11	\$ 61.59	\$ 42.25	\$ 59.90	\$ 53.13	\$ 72.30	
114	Brute Container Dollies	\$ 28.39	\$ 32.49		\$ 36.40		\$ 23.91	\$ 33.08	\$ 34.30	\$ 68.08	\$ 38.70	\$ 48.11	\$ 35.67	
115	Wet Floor Signs	\$ 7.70	\$ 9.69		\$ 8.78		\$ 5.31	\$ 9.97	\$ 23.92	\$ 9.43	\$ 14.80	\$ 17.36	\$ 6.75	
116	60" Wooden Handle Tapered	\$ 3.03	\$ 3.70		\$ 5.85		\$ 3.40	\$ 4.94	\$ 4.96	\$ 3.99	\$ 17.50		\$ 14.49	
117	Melamine Block Erasing Sponge 25 per case	\$ 19.99	\$ 16.55					\$ 34.24	\$ 70.23	\$ 22.13			\$ 39.25	

Bid #3750  
Custodial Supplies / Equipment

Item #	Product	A-Z	American Paper and Twine	ARG Reliable	Buckeye	Central Poly	HD Supply	*Kelsan	MSC Industrial Supply	*Patifco Corporation	Quill	Sigma Supply of North	Staples Advantage	Unipak
118	ProTeam 10 QT Intercept Micro Filter Vacuum Bag Replacement (No SUBS)		\$ 16.01				\$ 14.65	\$ 16.45		\$ 18.01	\$ 13.00		\$ 12.49	
Sanitary Products														
119	Sanitary Napkin Receptacles	\$ 55.78	\$ 38.99		\$ 28.27		\$ 11.51	\$ 38.10	\$ 78.98	\$ 21.69	\$ 41.30	\$ 56.79	\$ 18.99	
120	Sanitary Receptacle Wax Bags	\$ 23.63	\$ 24.44		\$ 45.28		\$ 18.51	\$ 24.97	\$ 62.81	\$ 22.06	\$ 31.90	\$ 33.85	\$ 27.18	
Classroom Equipment														
121	28 qt Blue Recycle Waste Cans	\$ 9.09	\$ 6.99		\$ 9.85		\$ 5.01	\$ 7.22	\$ 14.30	\$ 6.79	\$ 7.24	\$ 10.24	\$ 6.45	
122	28 qt Classroom Waste Cans	\$ 6.22	\$ 6.25		\$ 6.25		\$ 4.71	\$ 6.41	\$ 12.73	\$ 1.00	\$ 7.24		\$ 5.97	
Other Products														
123	Fresh Products Tidal Wave Urinal Screen( All fragrance)	\$ 21.89	\$ 20.29		\$ 20.00		\$ 17.32	\$ 27.91	\$ 41.21	\$ 13.16		\$ 38.31	\$ 26.05	

Mailed to 36 vendors  
23 vendors did not respond

\*Vendors rescinded their bids  
\*\*Tie Bid

Recommend: Motion to award to the above highlighted for the overall lowest and bids as shown above. Kelsan and Patifico has rescinded their bids.

To be funded through the Maintenance Department and General Purpose Fund

**Request to Purchase:**

Blackman High School would like to purchase a Bighorn Explorer 400 EFI UTV at a cost of \$7,224.99 from Tractor Supply.

To be funded through Blackman High School.

# TRACTOR SUPPLYC!

TractorSupply.com

5111 MURFREESBORO RD  
COLLEGE GROVE, TN 37046  
615-395-4241

Ticket: 32421  
Date: 5/24/24 Time: 12:26 PM  
Store: 516 Register: 21  
Cashier: Audra

Business Customer: BLACKMAN HIGH SCHOOL  
3956 BLAZE DR  
MURFREESBORO, TN 37128-3845  
615-904-3850

\* \* \* S U S P E N D E D \* \* \*

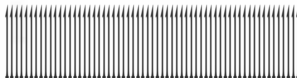
Item	Qty	Price	Amount
BIGHORN EXPLORER 400 EFI UTV 1385366		1 8499.99	7224.99
% Off Discount	(15%)	(1275.00)	

Subtotal 7224.99  
Tax 0.00  
**Total 7224.99**

SOLD ITEM COUNT = 1

\* \* \* S U S P E N D E D \* \* \*

Bid #1



T1PTR13RXY4AY7RR

Sign up now for ads, news, and more at [TractorSupply.com](https://TractorSupply.com)

Customer Copy

**Request to Purchase:**

LaVergne Middle would like to purchase a new 2024 Golf Cart from Mikey's Motors at a cost of \$7,045.00.

To be funded through LaVergne Middle.

Mikey's Motors  
2118 N. Thompson Lane, Murfreesboro, TN 37129  
4410 Peytons ville Rd, Franklin, TN 37064  
615-962-9265

Invoice/Buyer's Order

LaVergne Middle School  
RICHARD REED DONNA FERRELL

382 STONES RIVER ROAD  
LaVergne Tennessee 37086  
Phone: 615-439-0469

Date 06/14/2024  
Invoice #:  
Salesperson Rich Russo  
Lienholder NONE  
PO NO: red or black clas 4 plus

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Color	Serial No.	Stock No.	Price (Incl factory options)
New	2024		Temporary MU			TEMP	\$6,995.00

Options:

Dealer Unit Price	\$6,995.00
Factory Options	\$0.00
Added Accessories	\$0.00
Freight	\$0.00
Dealer Prep	\$0.00

Notes:

Trade Information

<b>Cash Price</b>	\$6,995.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
<b>Net Sale</b> (Cash Price - Net Trade)	\$6,995.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$50.00
Document or Administration Fees	\$0.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00
Total Other Charges	\$50.00
<b>Sub Total</b> (Net Sale + Other Charges)	\$7,045.00
Cash Down Payment	\$0.00
<b>Amount to Pay/Finance</b>	\$7,045.00

**Monthly Payment of \$0.00 For 0 Months at 0.00% Interest**

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement. \*All deposits are NON REFUNDABLE after 7 days. 15% + taxes Restocking fee is applied on cancelled purchases.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

All used carts AS IS no Warranty.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!

**Request to Purchase:**

The following companies are recommended for yearly renewals for the 2024-2025 school year for Special Education Department:

Special Kids – Hourly rates for therapy \$84.00 per hour. Daily rates for nursing services are \$190.00 per day.

All Funding from Special Ed. Dept. General Purpose Funds

**CONTRACT BETWEEN**  
**RUTHERFORD COUNTY SCHOOLS**  
**AND**  
**SPECIAL KIDS, INC.**  
**FOR**  
**SPEECH AND LANGUAGE, OCCUPATIONAL THERAPY, AND PHYSICAL**  
**THERAPY SERVICES**  
**FOR**  
**2024-2025 SCHOOL YEAR**

This contract is entered into on this **1st day of July, 2024**, by and between RUTHERFORD COUNTY SCHOOLS ("RCS"), a municipal school system of the State of Tennessee and SPECIAL KIDS, INC., a not-for-profit corporation of the State of Tennessee ("Contractor").

1. Duties and Responsibilities of Contractor. Contractor agrees to provide speech and language therapy services, occupational therapy service, nursing services, and/or physical therapy service to identified students who qualify for such service as RCS students. Such duties consist of, but are not limited to, the following:
  - a. Contractor shall provide direct and/or consultative services to identified and eligible students; correspond with parents; maintain required documentation; prepare progress therapy and student progress;
  - b. Contractor shall not exceed ten (10) hours per week in providing such services without prior approval of the RCS Assigned Representative;
  - c. If special materials are required for a child to meet the child's IEP goals regarding speech and language services, Contractor shall submit a list of such materials needed to the RCS Assigned representative;
  - d. Contractor shall assist with intervention strategies to streamline student needs; and
  - e. Contractor shall provide therapy service while each respective student's school is in session. If Contractor is unable to provide services on a given day, the RCS Assigned Representative shall be notified in advance.
2. Duties and Responsibilities of RCS. RCS shall determine the children who are in need of services and provide a listing of such children to the Contractor as soon as possible after the beginning of the school year, or immediately upon eligibility determination, whichever comes first.
3. Term. This Contract shall not be effective until approved by the Director of Schools (and Board of Education, if necessary) and signed by all required parties. **The Contract will expire June 30, 2025.**
4. Payment to Contractor. RCS shall pay the contractor the rate of \$84.00 per therapy service, including speech-language therapy, physical therapy, or

occupational therapy for services rendered pursuant to this contract. RCS shall pay \$190.00 per day for nursing services. Contractor will bill fractional portions of the day for nursing services, including 1/4 (one-fourth) day or (two hour) increments. Such payment shall be made within thirty (30) calendar days of receipt of invoice for services delivered.

5. Termination-Breach. In the event that any of the provisions of the Contract are violated by the Contractor, RCS may serve written notice upon the Contractor of its intention to terminate the Contract, and unless within seventy-two (72) hours after the serving of such notice upon the Contractor such violation or delay shall cease the satisfactory arrangement for correction be made. RCS may immediately terminate the Contract at any time after said seventy-two (72) hours. Such termination shall not relieve Contractor of any liability to RCS for damages sustained by virtue of any breach by Contractor.
6. Termination-Funding. Should funding for the services be discontinued, RCS shall have the right to terminate the Contract immediately upon written notice to the Contractor.
7. Termination-Notice. Either party may terminate this Contract at any time upon thirty (30) days written notice to the other. In the event of termination by RCS, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.
8. Compliance with the Laws. Contractor agrees to comply with any applicable federal, state, and local laws and regulations.
9. Notices.
  - a. Notices to RCS, including but not limited to, notice of assignment of any rights to money due to Contractor under this Contract must be mailed or hand delivered to the attention of RCS Assigned Representative, at the location of: Rutherford County Schools, 2240 Southpark Drive, Murfreesboro, TN 37128
  - b. Notices to Contractor shall be mailed or hand delivered to: Special Kids, Inc. 2132 East Main Street, Murfreesboro, TN 37130.
10. Maintenance of Records. Contractor shall maintain documentation of all charges associated with services provided pursuant to this Contract. The books, records and documents of Contractor, insofar as they relate to work performed or money received under the Contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit at any reasonable time and upon reasonable notice by RCS or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles.
11. Modification of Contract. This Contract may be modified only by written amendment executed by all parties and their signatories hereto. Depending upon the nature and amount of the amendments, the approval of the Board of Education may be required. Minor Modifications to the Contract may be approved by the Director of Schools.

12. Partnership/joint Venture. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of Principal and agent between or among any of the parties. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this paragraph.
13. Waiver. No waiver of any provision of this Contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
14. Employment. Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, veteran status, or any other status or class protected under federal or state law or which is in violation of applicable laws concerning the employment of individuals with disabilities.
15. Non-Discrimination. It is the policy of RCS not to discriminate on the basis of age, race, sex, color, national origin, veteran status, disability, or other status or class protected under federal or state law in its hiring and employment practices, or in admission to access to, or operation of its programs, services, and activities. With regard to all aspects of this Contract, Contractor certifies and warrants it will comply with this policy.
16. Indemnification and Hold Harmless. To the extent allowed by law, contractor shall indemnify and hold harmless RCS, its officers, agents and employees from:
  - a. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or employees, and/or agents, including its sub or independent Contractors, in connection with the performance of the Contractor, and,
  - b. Any claims, damages, penalties, costs and attorney's fees arising from any failure of Contractor, its officers, employees, and/or agents, including its sub or independent Contractors, to observe applicable laws, including but not limited to, labor laws and minimum wage laws.

Contractor shall pay RCS any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this Contract.

17. Insurance. The Contractor must maintain commercial general liability insurance for bodily injury and property damage (minimum \$1,000,000.00). All such policies shall list RCS as an additional insured. A certificate of insurance to this effect and the additional insured endorsement must be presented to RCS. Contractor must notify RCS if the insurance policy is renewed, cancelled, or altered in any manner and provide written documentation of such alteration.
18. Assignment-Consent Required. The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of the money due to Contractor under this Contract, neither this Contract nor any of the rights and obligations of the

Contractor hereunder shall be assigned or transferred in whole or in part without the prior written consent of RCS. Any such assignment or transfer shall not release Contractor from its obligations hereunder. NOTICE OF ASSIGNMENT OF ANY RIGHTS TO MONEY DUE TO CONTRACTOR UNDER THIS CONTRACT ***MUST*** BE SENT TO THE ATTENTION OF THE RCS ASSIGNED REPRESENTATIVE, LOCATED AT: Rutherford County Schools, 2240 Southpark Drive, Murfreesboro, TN 37128.

19. Entire Contract. This contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties and supersedes any and all prior or contemporaneous, written, or oral negotiations, correspondences, understandings, and arrangements between the parties respecting the subject matter of this Contract. No supplement, modification, or amendment to this Contract shall be binding unless evidenced by a writing signed by the party against whom it is sought to be enforced. No waiver of any of the provisions of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
20. Force Majeure. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of war, order of legal authority, act of nature, or other unavoidable causes not attributed to fault or negligence of Contractor.
21. Governing Law. The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the state of Tennessee. Tennessee law shall govern regardless of any language in any attachment of other document that the Contractor may provide.
22. Venue. Any action between the parties arising from this arrangement shall be maintained in the courts of Rutherford County, Tennessee.
23. Confidentiality of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Contract are confidential and shall be created, disclosed, and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act, also known as FERPA (20 U. S. C. §1232g), its regulations, and Board Policy.
24. Background Checks. Contractor shall comply with Tennessee Public Chapter 587 of 2007, as codified in Tennessee Code Annotated §49-5-413, which requires all Contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.
25. Severability. Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

26. Notices. Any notice to Contractor from RCS relative to any part of the Contract shall be considered delivered and the service thereof completed when said notice is posted by registered mail, to the said Contractor at its last given address or delivered in person to said Contractor or its authorized representative on the work.

- a. Notice to RCS shall be sent to:  
Department: Rutherford County Schools  
Attention: Dr. Anna Ralston  
Address: 2240 Southpark Drive  
Murfreesboro, TN 37128

Notices to Contractor shall be sent to:  
Department: Special Kids  
Attention: Chris Truelove  
Address: 2132 East Main Street  
Murfreesboro, TN 37130

27. Effective Date. This contract shall not be binding upon the parties until it has been signed first by the Contractor and then approved by the director of schools. When it has been so signed, this Contract shall be effective as of the date first written above.

RUTHERFORD COUNTY SCHOOLS

SPECIAL KIDS, INC.

---

James Sullivan, Director of Schools

---

Chris Truelove, Executive Director

RUTHERFORD COUNTY SCHOOL BOARD

---

Shelia Bratton, Board Chair

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 24, 2024 from Debra Sharber of bus #13, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #13 from Debra Sharber, effective as soon as possible.

7-24-2004

To Whom This may concern

I Debra Sharker am turning in  
my bus route 13 due to retiring

Debra Sharker  
615-428-1646

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 18, 2024 from Regina Parker of bus #58, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #58 from Regina Parker, effective as soon as possible.

## Bus 58

Regina <drbepark182178@att.net>

Thu 7/18/2024 3:12 PM

To: Brooklyn Pendergrast <PendergrastB@rcschools.net>

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I, Regina Parker, want to turn in my route 58, effective today July 18,2024.

Have a great day!

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 15, 2024 from Lisa Manning contractor of bus #82, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #82 from Lisa Manning, effective as soon as possible.

## Route 82

lisa manning <lymanning85@gmail.com>

Mon 7/15/2024 12:27 PM

To: Brooklyn Pendergrast <PendergrastB@rcschools.net>

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hey Brooklyn, I'm turning my route in as of today July 15th 2024. If I need to do anything else, just let me know.

Thanks,

Lisa Manning  
Sent from my iPhone

bus 82 ✓

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 16, 2024 from Doug Stevens contractor of bus #137, requesting voluntary termination of his contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

**Recommend Approval – motion to approve voluntary termination of the Bus Contract #137 from Doug Stevens, effective as soon as possible.**

## Bus 137

Doug Stevens <dougstevens@mac.com>

Tue 7/16/2024 3:06 PM

To: Brooklyn Pendergrast <PendergrastB@rcschools.net>

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Effective July 16, 2024 I resign bus route 137.

Doug Stevens  
615-796-9455  
dougstevens@me.com

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 9, 2024 from Tara Heirs of bus #186, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #186 from Tara Heirs, effective as soon as possible.

I would like to resign my  
186 Contract. I'm asking to have  
my 60 day notice to next Contractor.

Garafin  
Him Thompson

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 17, 2024 from Lawrence Buchanan contractor of bus #207, requesting voluntary termination of his contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #207 from Lawrence Buchanan, effective as soon as possible.

207

Lawrence Buchanan <buchanantransportation5@gmail.com>

Wed 7/17/2024 8:04 AM

To: Brooklyn Pendergrast <PendergrastB@rcschools.net>; Wanda Barnett <barnettw@rcschools.net>

**EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.**

I, Rhonda Buchanan am resigning bus route 207 today July 17, 2024. ✓

Thank you

Rhonda Buchanan

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 15, 2024 from Joanna Eason of bus #222, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #222 from Joanna Eason, effective as soon as possible.

Re: my email - Joanna White Route #222

Joanna Eason <joannadeason67@gmail.com>

Mon 7/15/2024 2:12 PM

To: Brooklyn Pendergrast <PendergrastB@rcschools.net>

**EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.**

To whom it may concern ,

I ,Joanna White am turning in my route #222 affective date 7-15-2024. ✓

Thank you ,

Joanna White

Sent from my iPhone

On Jul 15, 2024, at 2:07 PM, Brooklyn Pendergrast <PendergrastB@rcschools.net> wrote:

Here is my email. 😊

*Brooklyn Pendergrast*  
Transportation Department  
Rutherford County Board of Education  
pendergastb@rcschools.net  
615-895-8656 ext. 22193

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 9, 2024 from Jeffery Parker of bus #242, requesting voluntary termination of his contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #242 from Jeffery Parker, effective as soon as possible.

07/09/2024

I, contractor, Jeffery Parker of bus 242 is turning in the route for bus #242.

Thank you,

A handwritten signature in blue ink that reads "Jeffery Parker". The signature is written in a cursive style with a large, stylized "J" and "P".

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 9, 2024 from Tyrhondo Thompson of bus #244, requesting voluntary termination of his contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #244 from Tyrhondo Thompson, effective as soon as possible.

## Ron Thompson route 244

Tyrhondo Thompson Sr <bayceplayer@yahoo.com>

Tue 7/9/2024 6:58 PM

To: Wanda Barnett <barnettw@rcschools.net>

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hello Wanda, I hope all is well with you and your family. I have been blessed to have served the school system of Rutherford county as a bus driver for the last 12 years and have many good memories that will stay with me forever but I feel that this is the time for me to walk into the next phase of my life and retire. So I'm turning in the route for 244 officially at this time. With all the craziness from a jealous husband and everything that went with that I just feel like it's not worth it to continue driving not knowing what's around the corner. I want to say thank you for everything wish you continued growth and success. Let me know if I need to come in and sign anything.

Sent from my iPhone

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 22, 2024 from Angela Dunkerson of bus #269, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #269 from Angela Dunkerson, effective as soon as possible.

So when this may concern,

Angela Dunkerson W/

Dunkerson Bus Services

am turning in bus 269  
effective today 7/22/24.

Angela Dunkerson

415 6536601

7/22/24

## Transportation

Pursuant to Section 8.1 of the Rutherford County Board of Education Bus Contract, the Transportation Department has received a letter dated July 10, 2024 from Sylvia Poteete of bus #311, requesting voluntary termination of her contract with the Board. The Transportation Department is prepared to award this contract to the next potential contractor on the appropriate contractor list.

Recommend Approval – motion to approve voluntary termination of the Bus Contract #311 from Sylvia Poteete, effective as soon as possible.

I Sylvia Denise Potete have  
decided to town in route 311.  
I'm retiring after 33 years of  
service.

Thank You  
Sylvia Denise Potete  
7/10/2024

Template Name: standard report  
Created By: LGC

Rutherford County Government  
Budget Report 7 Column by Fund-Summarized (Expense  
For Fiscal Year Ending JUNE 30, 2025

User: Brian Runion  
Date/Time: 7/26/2024 7:40  
Page 1 of 2

Fund 177 Education Capital Projects

Statement of Proposed Operations  
Fiscal Year Ending June 30, 2025

Account Number			Actual 2023	Original Budget 2024	Amended Budget Thru May 2024	Est & Bgt Thru May 2024	Department Request	Mayor/Board Recomm	Budget Comm Recomm
<b>Estimated/Appropriated/Actual</b>									
Expenditures									
<b>72310 Board Of Education</b>									
72310	510	Trustee's Commission	368,501	575,000	575,000	347,525	0	425,000	425,000
<b>Total Board Of Education</b>			<b>368,501</b>	<b>575,000</b>	<b>575,000</b>	<b>347,525</b>	<b>0</b>	<b>425,000</b>	<b>425,000</b>
<b>91300 Education Capital Projects</b>									
91300	304	Architects Holloway High School	12,395	0	0	66,697	0	0	0
91300	335	Maint. & Repair Serv. - Bldgs.	10,004,005	17,513,561	29,421,982	13,235,168	0	19,323,339	18,552,525
91300	399	Other Contracted Services	687,638	0	167,108	0	0	0	0
91300	732	Building Purchases	48,467	0	1,502,369	19,453	0	0	0
<b>Total Education Capital Projects</b>			<b>10,752,505</b>	<b>17,513,561</b>	<b>31,091,459</b>	<b>13,321,318</b>	<b>0</b>	<b>19,323,339</b>	<b>18,552,525</b>
<b>Total Expenditures</b>			<b>11,121,006</b>	<b>18,088,561</b>	<b>31,666,459</b>	<b>13,668,843</b>	<b>0</b>	<b>19,748,339</b>	<b>18,977,525</b>
<b>Total Expenditures</b>			<b>11,121,006</b>	<b>18,088,561</b>	<b>31,666,459</b>	<b>13,668,843</b>	<b>0</b>	<b>19,748,339</b>	<b>18,977,525</b>

Template Name: standard report  
Created By: LGC

Rutherford County Government  
Budget Report 7 Column by Fund-Summarized (Expense  
For Fiscal Year Ending JUNE 30, 2025

User: Brian Runion  
Date/Time: 7/26/2024 7:40  
Page 2 of 2

Fund 177 Education Capital Projects

Statement of Proposed Operations  
Fiscal Year Ending June 30, 2025

Account Number	Actual 2023	Original Budget 2024	Amended Budget Thru May 2024	Est & Bgt Thru May 2024	Department Request	Mayor/Board Recomm	Budget Comm Recomm
Excess of Estimated Revenue Over							
Under Estimated Expenditures	(11,121,006)	(18,088,561)	(31,666,459)	(13,668,843)	0	(19,748,339)	(18,977,525)
Estimated Beg Fund Bal JULY 01	0	9,133,248	9,133,248	9,133,248	(4,535,595)	(24,283,934)	(23,513,120)
Undesignated Fund Bal		UndesignatedBalance					
Reserves		Reserves					
Designated Fund Bal		DesignatedFundBalance					
Beginning Fund Bal		0					
Excess (Diff) in Rev/Exp		9,133,248					
Unadjusted Fund Bal		UnadjustedFundBalance					
Adjustment		0					
Total Ending Fund Bal		9,133,248					
Adjustment	0						
Estimated End Fund Bal JUNE 30	9,133,248	(8,955,313)	(22,533,211)	(4,535,595)	(4,535,595)	(24,283,934)	(23,513,120)

Fund 177 Education Capital Projects

Statement of Proposed Operations  
Fiscal Year Ending June 30, 2025

Account Number		Actual 2023	Original Budget 2024	Amended Budget 2024	Est & Bgt Current Year 2024	Department Request	Mayor/Board Recomm	Budget Comm Recomm
<b>Estimated/Appropriated/Actual</b>		<b>Revenues</b>						
40110	Current Property Tax	16,430,188	14,961,206	14,961,206	15,471,274	0	18,345,383	17,574,569
40120	Trustee's Collect. - Prior Yr.	79,904	117,560	117,560	33,241	0	63,430	63,430
40130	Circuit Clerk/Clerk & Mast. Co	71,307	64,970	64,970	37,861	0	47,570	47,570
40140	Interest And Penalty	32,947	27,220	27,220	17,739	0	25,370	25,370
40150	Pick-Up Taxes	28,930	21,656	21,656	20,075	0	20,613	20,613
40161	Payments In Lieu Of Taxes-Tv	1,037	959	959	744	0	983	983
40270	Business Tax	634,478	494,990	494,990	404,615	0	494,990	494,990
40285	School Facilities/Development	2,975,463	2,400,000	2,400,000	3,120,386	0	750,000	750,000
<b>Total Revenues</b>		<b>20,254,254</b>	<b>18,088,561</b>	<b>18,088,561</b>	<b>19,105,935</b>	<b>0</b>	<b>19,748,339</b>	<b>18,977,525</b>
<b>Total Revenues</b>		<b>20,254,254</b>	<b>18,088,561</b>	<b>18,088,561</b>	<b>19,105,935</b>	<b>0</b>	<b>19,748,339</b>	<b>18,977,525</b>

Fund 177 Education Capital Projects

Statement of Proposed Operations  
Fiscal Year Ending June 30, 2025

Account Number	Actual 2023	Original Budget 2024	Amended Budget 2024	Est & Bgt Current Year 2024	Department Request	Mayor/Board Recomm	Budget Comm Recomm
<b>Excess of Estimated Revenue Over</b>							
<b>Under Estimated Expenditures</b>	<b>20,254,254</b>	18,088,561	18,088,561	<b>19,105,935</b>	<b>0</b>	<b>19,748,339</b>	<b>18,977,525</b>
<b>Estimated Beg Fund Bal JULY 01</b>	<b>0</b>	<b>9,133,248</b>	<b>9,133,248</b>	<b>9,133,248</b>	<b>28,239,183</b>	<b>47,987,522</b>	<b>47,216,708</b>
<b>Prior Prior Year Ending</b>							
<b>Encumbered Fund Balance</b>	0						
<b>Excess/Deficit</b>							
<b>Revenues/Expenditures</b>	9,133,248						
<b>Adjustments</b>	0						
<b>Prior Year Ending Fund Bal</b>	9,133,248						
<b>Adjustment</b>	0						
<b>Estimated End Fund Bal JUNE 30</b>	<b>9,133,248</b>	<b>27,221,809</b>	<b>27,221,809</b>	<b>28,239,183</b>	<b>28,239,183</b>	<b>47,987,522</b>	<b>47,216,708</b>

## Fund 141 - General Purpose School

## Budget Amendment #1

*Batey Middle School Design Fees*

Function	Object	Description	2024 Budget	Decreases	Increases	Amended Budget
39000		Unassigned Fund Balance	126,466,041	3,700,000		122,766,041
Total Fund Balance			<b>126,466,041</b>	3,700,000	0	<b>122,766,041</b>

Function	Object	Description	2023 Budget	Increases	Decreases	Amended Budget
99100	590	Transfers Out	3,367,842	3,700,000		7,067,842
99100 Total			<b>11,394,008</b>	3,700,000	0	<b>15,094,008</b>
Fund 141 Total			<b>549,828,778</b>	3,700,000	0	<b>553,528,778</b>

This amendment is to fund the design fees for the Batey Middle School project. This project will be funded by amending General Purpose Fund 141 by decreasing 39000-Unassigned Fund Balance and increasing Operating Transfers account 99100-590- Transfers Out in the amount of \$3,700,000.

**Recommended Motion:**

To approve the GPS Fund budget amendment of \$3,700,000 of both Unassigned Fund Balance and Operating Transfers expenditures as presented in detail.

---

 Dr. James Sullivan, Director of Schools

---

 Date

---

 Shelia Bratton, Chairman of the Board

# Rutherford County Board of Education

Monitoring:

**Review: Annually,  
in September**

Descriptor Term:

**Visitors to the Schools**

Descriptor Code:

**1.501**

Issued Date:

**05/25/23**

Rescinds:

**1.501**

Issued:

**01/15/09**

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign in a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.<sup>1</sup>

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.<sup>2</sup>

## **VISITOR CONDUCT**

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.<sup>3</sup> Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the district's website as well as the school's website, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school's administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code.

1 Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code  
2 of conduct.

### 3 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS**

4 The principal or his/her designee has the authority to exclude from the school premises any persons  
5 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students  
6 on the premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

7 The principal shall engage law enforcement officials when he/she believes the situation warrants such  
8 measures.

9 Students may not bring non-student brothers or sisters to school, unless approved by the Director of  
10 Schools or his designee. Requests to bring or out-of-town visitors to school must be submitted to the  
11 principal, unless approved by the Director of Schools or his/her designee.  
12

13 The Director of Schools shall develop procedures regarding speakers invited to participate in school  
14 activities.

---

#### Legal Reference

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

---

#### Cross References

Section 504 & ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Security 3.205  
Care of School Property 6.311

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>1.800</b>	Issued: <b>01/15/09</b>

1 No later than May 1 of each school year, the Board will adopt, upon the recommendation of a committee  
2 of school officials, an official school calendar for the succeeding school year. The calendar will identify  
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be  
4 revised by the Board, upon recommendation of the Director of Schools, due to inclement weather or  
5 other factors.

6 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 7 A minimum of 180 student attendance days;
- 8 A minimum of five (5) days in-service education for all certificated personnel;
- 9 One (1) day for parent-teacher conferences;
- 10 Ten (10) days paid vacation for all certified personnel; and
- 11 Four (4) discretionary days; and
- 12 School closures for presidential primary election or regular November election.<sup>2</sup>

13 Extended contracts shall include twenty (20) days for each additional month employed.

14 The Director of Schools shall plan each year's program accounting for a 200-day year and shall  
15 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the  
16 opening of the school term.

## 17 STUDENT ATTENDANCE DAYS

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement  
19 weather, the time lost shall be made up to the required minimum unless otherwise approved by the State  
20 Department of Education.<sup>1</sup>

## 21 IN-SERVICE EDUCATION

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
23 (6) hours of planned activities.<sup>3</sup>

## DISCRETIONARY DAYS

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days or administrative days, which may be used by administrators, faculty and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences and other classroom functions.<sup>1</sup> One (1) day at the beginning of each semester shall be designated as a school security training day for certified and classified staff.

---

### Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. Public Acts of 2024, Chapter No. 573
3. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

---

### Cross References

Compensation Guides and Contracts 5.110  
In-Service & Staff Development Opportunities 5.113  
Attendance 6.200

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>09/18/19</b>
		Rescinds: <b>2.403</b>	Issued: <b>01/15/09</b>

The Director of Schools shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.<sup>2</sup> Notice shall also be published on a news and information website in accordance with state law.<sup>3</sup>

Surplus property which has no value or has a value less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is less value than five hundred dollars (\$500).<sup>4</sup>

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.<sup>5</sup>

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

## DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>6</sup>

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

---

**Legal References**

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. Public Acts of 2024, Chapter No. 793
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313

---

**Cross References**

Duties of Officers 1.201  
Inventories 2.702  
Textbooks 4.401

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>2.806</b>	Issued: <b>01/15/09</b>

## *General*

All purchases of supplies, materials, equipment, and contractual services in excess of fifty thousand dollars (\$50,000.00), including those of individual schools, shall be based on competitive bids.<sup>1</sup> These bids shall be solicited by advertisement in a newspaper of general circulation within the school district and by publication on a news and information website in accordance with state law.<sup>2</sup> However, said newspaper advertisement may be waived by the purchasing agent in an emergency.<sup>3</sup> The purchasing agent shall advertise for bids and receive quotations. The principal shall serve as purchasing agent in each school.

All purchases of fifty thousand dollars (\$50,000.00) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids<sup>3</sup> if the purchase exceeds fifteen thousand dollars (\$15,000.00) for a school activity fund purchase or a system-wide funds purchase.

The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase.<sup>4</sup> The Board reserves the right to accept the lowest responsible bidder and/or the best qualified bidder. The Board reserves the right to reject bids for good cause. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

## **Exemptions from Competitive Bidding**

Contracts for legal services, educational consultants, services from an insurance provider, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>5</sup>

## **Non-Biddable Items**

Non-biddable items are those non-equal items which only one vendor can furnish, including the following:

1. Subscriptions to special publications;
2. Dues and fees to organizations;

- 1 3. Specialized supplementary instructional materials;
  - 2 4. Textbooks;
  - 3 5. Library books;
  - 4 6. Supplies, materials, and equipment from the State Prison or those purchases made through State
  - 5 of Tennessee; and
  - 6 7. Specialized technical maintenance parts and services.
- 7 Non-biddable items should be noted on the requisition/purchase order and processed in accordance with
- 8 the procedure for biddable items.

## 9 **Tennessee State Contract Prices**

- 10 All local governmental agencies may purchase according to State prices as established by the State of
- 11 Tennessee. In requesting bids, the purchasing office shall review the State Contract Price Catalog and
- 12 may consider the price as an official bid.

---

### Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
2. Public Acts of 2024, Chapter No. 793
3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2024, Chapter No. 513
4. TCA 49-2-203(a)(3)(D)(i)(c)
5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
6. Public Acts of 2024, Chapter No. 661

---

### Cross References

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>05/09/24</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/19/23</b>

1 *General*

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

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> 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.<sup>3</sup>

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

20 The district shall work with local law enforcement and the local fire department to develop a procedure  
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025  
22 and shall be reviewed and updated annually thereafter.<sup>4</sup>

23 **ANNUAL DRILLS<sup>5</sup>**

24 The principal shall ensure that the school safety team conducts each of the following type of drills  
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27 2. An incident command drill; and
- 28 3. An emergency safety bus drill.

29

## 1 AED DRILLS<sup>6</sup>

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools or his/her designee shall develop the necessary administrative procedures on  
5 AED and CPR training, planning, notification, and maintenance to comply with state law.

## 6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
8 and consult with the local and state health departments and other local emergency or healthcare  
9 providers in protecting students and the community from further infection. The Director of Schools  
10 shall develop procedures for health emergencies in accordance with state law and regulations.

## 11 REMOTE LEARNING DRILLS<sup>8</sup>

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
13 reflect how students will transition to remote learning in the event of a disruption to school operations.  
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

## 15 TRAINING FOR SUBSTITUTE TEACHERS

16 New substitute teachers shall receive lockdown and school security training within sixty (60) days of  
17 start date with the substitute vendor.

---

### Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. Public Acts of 2024, Chapter No. 563
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

---

### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>07/19/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>07/22/21</b>

1 *General*<sup>1</sup>

2 The Director of Schools shall establish procedures to protect school property which shall include, but  
3 not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school  
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and  
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.<sup>2</sup>

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings  
12 is limited to the school's primary entrance during the school day as well as when students are present  
13 outside of regular school hours.<sup>3</sup>

14 ~~The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,~~  
15 ~~or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than~~  
16 ~~twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The~~  
17 ~~principal shall immediately call law enforcement officials and the Director of Schools in cases involving~~  
18 ~~illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon,~~  
19 ~~building damage, theft, vandalism endangering life health, or safety, or valid threats of mass violence.~~<sup>4</sup>  
20 The Director of Schools/designee is authorized to sign a criminal complaint and press charges. The  
21 Director of Schools shall report all signing of such complaints to the Board.

22 **AFTER SCHOOL HOURS**

23 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school  
24 district employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

25 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

26 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.  
27 Partnerships may include, but not be limited to, education and recreational programs, delinquency  
28 prevention, and mentoring initiatives.

The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement agency to provide school policing. The MOU shall address, at a minimum, the following issues:

1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout his/her assignment.
2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.<sup>4</sup>
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is subject to that agency's direction, control, supervision, and discipline. The Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.
4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of the Director of Schools.
5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement agency shall designate one (1) of the SROs as the senior SRO, or such other appropriate title. The duties of the senior SRO shall include, but not be limited to, the following:
  - a. Representing and carrying out the policies of the law enforcement agency assigning the SROs;
  - b. Supervising the SROs in the performance of their duties;
  - c. Consulting with the Director of Schools regarding the best use of the available resources for school policing; and
  - d. Resolving disputes between the SROs and students or staff members.
6. The MOU may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Director of Schools to suspend the active participation of any SROs in the event that the Director of Schools believes that such suspension is best for the health, safety, or wellbeing of the students or staff members.

## **CYBERSECURITY<sup>5</sup>**

The Director of Schools/designee shall develop an administrative procedure regarding the district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

---

**Legal References**

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

---

**Cross References**

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>3.400</b>	Issued: <b>01/05/21</b>

Appointed directors of schools, in employing school transportation personnel, and boards of education, in contracting for transportation services with persons owning equipment, are authorized to enter into contracts for such services for periods of time as long as, but not exceeding, four (4) years from the date of making the contracts, it being the purpose of this section to permit a reasonable degree of employment security for such school transportation personnel. <sup>1</sup>

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper. <sup>2</sup>

Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus. <sup>3</sup>

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

The Director of Schools shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

## RESPONSIBILITIES OF BUS OWNERS

- Each school bus and all related equipment shall always be maintained in condition to operate safely during the school year and shall conform to specifications as set forth by the State Board of Education<sup>1</sup> and National Highway Traffic Safety Administration.
- Each bus driver shall obey all applicable state rules and regulations.
- A school bus owner shall give sixty (60) days written notice to the Board when he/she wishes to terminate his/her bus operation contract.
- The Board shall carry liability insurance on all school buses used by Contractor in the minimum amount of \$1,000,000 bodily injury per occurrence, \$100,000 property damage (One million/one hundred thousand) liability limits and naming contractor as an additional insured. The Board will provide Commercial General Liability coverage for contractors/operators as long as they are on school business, in transit to or from, or taken for repairs or fuel. Said insurance shall include uninsured motorist coverage. Contractor shall provide liability insurance for private trips and/or any trip not approved and sanctioned by the Board.

5. Each school bus owner must specify for the Director of Schools' approval the name of the designated driver and at least one substitute driver of his/her bus.

~~6. Each school bus driver shall submit to the Director of Schools the results of his latest physical examination.~~

The Director of Schools shall issue a certificate to school bus drivers that meet the qualifications established by the Board. <sup>4</sup>

Annually, the Board shall require each school bus driver to have a physical and mental examination. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue. <sup>5</sup>

7. The Contractor shall furnish all route information requested by the school system, such as student names, school, grade, stops, number per stop, etc. Contractor shall supply by August 1 of each year and update within ten (10) days of any change the name, address and phone number of the person that will check the bus at the end of every route to confirm that no person remains on the bus.

## **DIRECTOR OF TRANSPORTATION<sup>6</sup>**

The Director of Schools shall appoint a Director of Transportation for the district. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The Director of Transportation shall complete a student transportation management training program upon appointment. Every year the Director of Transportation shall complete a minimum of four (4) hours of training annually.

The Director of Schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

## **COMPLAINT PROCESS<sup>7</sup>**

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

1. All complaints shall be submitted to the transportation supervisor on forms designated by the District on its website;
2. Forms may be submitted in person, via mail, via phone, or e-mail. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the Transportation Supervisor.

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

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Director of Schools or designee and a copy of the preliminary report to the Contractor. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Director of Schools or designee and a copy to the Contractor that details the investigation's findings as well as the action taken in response to the complaint.

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

### **RECORDKEEPING<sup>8</sup>**

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

1. Bus driver credentials, including required background checks;
2. Driver state training records; and
3. Complaints received and any records related to the investigation and complaints.

### **AWARDING AND RENEWING CONTRACTS**

#### *General*

In order for all contractors to obtain a contract, a list system will be utilized. First priority is set by seniority. For second priority, the Transportation Director will schedule a lottery-style drawing annually to compile the list. Third Priority shall be a mass notification process to all eligible contractors regardless of participation in the First and Second Priority List. If multiple contractors request an offered contract in the Third Priority, the tie will be broken based on seniority. Names will be placed on the list in the order they are drawn. The priority lists are redrawn each school year.

#### *First Priority*

Each bus driver who has never had a contract, that holds a current driving eligibility status with the Rutherford County Board of Education and has been driving full-time for two (2) complete school years or the equivalent of four (4) years driving daily in the morning (AM) or afternoon (PM) may make application to be included on the First Priority list. Applications will be provided by the Transportation Department and must be filed in person with the Transportation Director. The application will include a sworn, notarized affidavit declaring the total length of active time driving a school bus with the Rutherford County Schools System. Active time is defined as the time in which a driver has actively driven full-time or the equivalent of four (4) years driving daily in the morning

(AM) or afternoon (PM) while maintaining legal licensing supported by the documentation required under the bus contract. As new and replacement contracts become available throughout the term of the contract period, drivers on this list will be offered contracts in the order their names appear on the list, provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with the Board. The contractor shall select one (1) of the offered contracts.

The applicant must update their application upon any change in the information that has been provided to the Transportation Director. Each application will be reviewed for accuracy prior to a contract being offered. Additionally, each applicant will be required to provide a fingerprint sample and pass a criminal history background check prior to a contract being offered. Any driver who is hired by a contractor after the application deadline will be allowed to make application after driving full-time for two (2) complete school years.

### *Second Priority*

In the event the First Priority list is exhausted, the Second Priority list will be executed. Any contractor who has held one (1) or more bus contracts will be eligible to make application for the Second Priority list. The application must be completed and submitted to the Transportation Director. As new and replacement contracts become available (after the First Priority list has been exhausted), the drivers on the Second Priority list will be offered available bus contract in the order their names appear on the list, provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with the Board. The driver shall have the option to select one (1) of the available contracts.

### *Third Priority*

In the event the First and Second Priority List are exhausted, and contracts remain unclaimed, the Director of Transportation may offer any remaining new or replacement contracts to any eligible provider qualified to provide student transportation, regardless of that provider's participation in First or Second Priority lists. The Director of Transportation must notify all current Contractors and all current drivers when a Third Priority List is created for unclaimed route contracts.

In the event more than one provider selects an unclaimed route/contract, seniority of existing contractors will be used as the determining factor in awarding the contract.

### *Exchanges*

After a route/contract is awarded, the route remains the responsibility of the Contractor for the duration of his/her contract with Rutherford County Schools. Exchanges may only occur with the express written permission of the Director of Transportation after communicating with the Contractors and determining such an exchange creates a cohesive route management system with positive long-term benefits for the students, parents, contractors, and the Transportation Department and is essential to the functioning of Rutherford County Schools.

---

**Legal References**

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116(d)(3)
3. Public Acts of 2024, Chapter No. 548
4. TCA 49-6-2107
5. TCA 49-6-2107(e)(1); Public Acts of 2023, Chapter No. 122
6. TCA 49-6-2116(a)-(c)
7. TCA 49-6-2116(d)(1)-(2)
8. TCA 49-6-2116(d)(5)

---

**Cross References**

Bus Safety and Conduct 6.308  
Homeless Students 6.503

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Class Size Ratio</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>01/30/20</b>
		Rescinds: <b>4.201</b>	Issued: <b>01/15/09</b>

## 1 *General*<sup>1</sup>

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

## 4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend  
6 the career and technical education (CTE) classes in grades ~~nine~~ six through eight (96-8). For grades six  
7 through eight (6-8), the class size may be extended, but the class size and average must not exceed  
8 those for general education classes in grades seven through twelve (7-12)<sup>2</sup>.

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

11 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

### Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)
2. TCA 49-1-104(g); Public Acts of 2024; Chapter No. 712

### Cross References

Graduation Requirements 4.605  
Religious Content of Courses 4.804  
Student Goals 6.100  
Student Concerns, Complaints, and Grievances 6.305

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>4.301</b>	Issued: <b>08/16/17</b>

## *General*

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup> Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.<sup>2</sup> The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

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

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.<sup>3</sup> The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.<sup>4</sup>

## **INSURANCE & PHYSICAL EXAMINATIONS**

In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with the school district as a named insured, of not less than the limits set forth in state law.<sup>5</sup> It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.<sup>6</sup> The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

## **SCHEDULING CONFLICTS**

No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board.<sup>7</sup> This does not prevent regular physical training lessons in the daily school program. The Board authorizes the Director of Schools to approve participation in all post-season tournaments, playoffs, or

the other post-season athletic events if a school becomes eligible to participate in such post-season athletic event prior to the next regularly scheduled meeting of the Board of Education. It shall be the duty of the principal to contact the Director of Schools office to obtain the necessary approval.

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

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

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the event.<sup>8</sup>

#### **SEVERE WEATHER<sup>4</sup>**

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with players, coaches, and officials, as applicable.

Beginning in the 2022-2023 school year, all coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

#### **PROHIBITION AGAINST HAZING**

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>9</sup>

#### **HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>**

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

---

##### Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272

---

##### Cross References

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

5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>07/19/23</b>
		Rescinds: <b>4.403</b>	Issued: <b>05/25/23</b>

## General

The Rutherford County Board of Education supports principles of intellectual freedom inherent in the First Amendment of the United States.

The Assistant Superintendent for Curriculum and Instruction or his/her designee shall be responsible for library collection development. He/she shall ensure the library catalog is available on each respective school's website. Library materials shall be reviewed to ensure the content aligns with state law and the materials have not been removed previously.<sup>1</sup> Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability.

The library collection shall adhere to the following criteria:

- Materials shall be suitable for and consistent with the educational mission of the school;
- Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
- Materials shall contain literary, historical, and/or artistic value and merit; and
- The collection, as a whole, shall offer a variety of viewpoints.

As defined in TCA §39-17-901, any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or image of a person or portion of the human body, in whole or in part, which depicts nudity, sexual conduct, sexual excitement, excess violence, or sado-masochistic abuse, and which is harmful to minors as defined by state law is patently offensive, or appeals to the prurient interest shall be immediately removed from all libraries within the school district and then reviewed for final decision by the Board.<sup>4</sup>

As defined in TCA §39-17-901, any book, pamphlet, magazine, printed matter, however reproduced, or sound recording, which, in whole or in part, contains nudity, sexual excitement, sexual conduct, excess violence, or sado-masochistic abuse, is patently offensive, or appeals to the prurient interest, or which contains explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct, excess violence, or sado-masochistic abuse, and which is harmful to minors as defined by state law, is patently offensive, or appeals to the prurient interest, shall be immediately removed from all libraries within the school district and then reviewed for final decision by the Board.<sup>4</sup>

The Assistant Superintendent for Curriculum and Instruction shall be responsible for periodically reviewing the district's library collection in line with these established standards. Each school library shall periodically review the library materials contained in their school library to ensure the school library collection is in line with these established standards. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented.

## **LIBRARY REVIEW COMMITTEE**

~~Every August, the Board shall approve an eleven (11) member District Library Materials Review Committee, upon recommendation of the Director of Schools and Chair of the Board, to review complaints regarding library materials to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~

~~The Committee shall consist of the following: an elementary, middle, and high school principal; certified library media personnel from elementary, middle, and high school; two (2) classroom teachers, and a parent/guardian from elementary, middle, and high school level of students attending Rutherford County Schools. The Committee shall meet on an as-needed basis to address complaints received by a school or the district.~~

## **COMPLAINTS**

The complaint shall be limited to one (1) book, and be from a student, a student's parent/guardian, or a school employee and may submit no more than five (5) complaints per academic year.

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form to the principal and the Assistant Superintendent for Curriculum and Instruction.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.
5. Upon receipt of the completed form, the principal and Assistant Superintendent for Curriculum and Instruction shall notify the Director of Schools, who shall notify the Board.
6. The principal shall request review of the challenged materials by the District Library Materials Review Committee through an ad hoc materials review committee within twenty-five (25) business thirty (30) calendar days for the purpose of making a recommendation to the principal. The committee shall include a certified library media specialist, classroom teachers, and one or more parents. The principal shall provide the Committee with a copy of the challenged materials. The Committee will inform the principal and the Director of Schools of the review committee's progress of their recommendation. Complaints will be reviewed in the following

order if multiple complaints are received contemporaneously: parent/guardian complaints, student complaints, and employee complaints. ~~The Committee may extend the review period beyond twenty-five (25) business days if multiple complaints are received contemporaneously.~~

7. ~~The review committee shall take the following steps~~ **should occur** after receiving the challenged materials:

- a. Read, view, or listen to the contested material in its entirety;
- b. Check general acceptance of the material by reading recognized and evaluative reviews;
- c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
- d. ~~Upon final review at the committee meeting, the members of the committee by, majority vote, will reach a decision.~~ **Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.**

~~8. The decision of the Committee may be appealed, and the Director of Schools shall report the Committee's decision to the Board. The Board may review the Committee's decision on library material not appealed to the Director of Schools at the next regular board meeting. The principal shall submit a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.~~

**The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and issue a decision within sixty (60) calendar days from which the complaint was received. The decision of the Board is final.**

**If the Board does not make a determination within sixty (60) days from the date on which the complaint was received, then the student, student's parent or guardian, or school employee who submitted the complaint on the material may request the state textbook and instructional materials commission to evaluate the material, pursuant to TCA §49-6-2201(m)(1)(D).**

#### **APPEALS TO THE DIRECTOR OF SCHOOLS**

~~The complainant may appeal the Committee's decision to the Director of Schools within fifteen (15) days of receiving notice of the Committee's decision. The Director of Schools shall review the decision made by the Committee and make a determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The decision of the Director of Schools may be appealed to the Board.~~

#### **APPEALS TO THE BOARD**

~~The complainant may appeal the Director of Schools' decision to the Board within fifteen (15) days of receiving notice of the Director of Schools' decision. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The decision of the Board is final.~~

## REMOVAL OF LIBRARY MATERIALS

If it is determined by the ~~Committee or on appeal~~ Board that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection or restricted to the appropriate grade(s). ~~The committee will make a recommendation to either remove from a specific school library, specific grade band, or all grade bands and district schools.<sup>3</sup>~~ Material removed by the Board shall be removed from all applicable grade bands and district schools.

- ~~1. The above section(s) applies to any description or representation, in whatever form, of nudity, sexual excitement, sexual conduct, excess violence or sadomasochistic abuse when the matter or performance:
  - A. Would be found by the average person applying contemporary community standards to appeal predominantly to the prurient, shameful or morbid interests of minors;
  - B. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
  - C. Taken as whole lacks serious literary, artistic, political or scientific values for minors;~~

## NOTIFICATION

The Board shall be notified when any library materials are challenged or removed pursuant to this policy. A notation will be added in the library database regarding the ~~any~~ removed ~~book~~ materials.

---

### Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472
3. TCA 49-6-3803
4. TCA 39-17-901, 39-17-911

---

### Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>4.600</b>	Issued: <b>07/27/22</b>

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

The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students and parents/guardians.<sup>1</sup>

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

- E.....Excellent
- S.....Satisfactory
- I.....Improving
- N.....Needs improving
- U.....Unsatisfactory

## **GRADING SYSTEM: GRADES THREE - TWELVE (3-12)<sup>1</sup>**

Beginning August 2022, schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

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

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

Middle school students taking high school courses and high school students taking online courses, will have their grades recorded on the high school transcript with the earned letter grade and corresponding grade point average (GPA).

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

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, ~~and Dual Enrollment Courses~~ – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, ~~and Dual Enrollment Courses~~ – five (5) percentage points.

Students enrolled in Local Dual Credit, Statewide Dual Credit, Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate courses must sit for the culminating exam in order to receive the additional percentage points. If a student does not sit for the culminating exam, the District will remove the rigor points the semester the exam is taken.

High School courses taken by middle school students will receive honors credit only if taught at the honors level.

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

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

A student must attain an average grade of sixty (60) or better to pass a course.

If one semester grade is passing and one is failing and the average of the two semesters is below sixty (60), only the semester which is failing must be repeated to earn full credit. The second semester of the course is not required to be completed within the same school year. If one semester is repeated the two grades may be averaged.

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

### **LOTTERY SCHOLARSHIPS<sup>3</sup>**

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

- 1 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
2 Student Aid (FAFSA). The FAFSA is available online at <https://studentaid.gov>. Students shall be made  
3 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.
- 4 K-8 school counselors should explain the HOPE Scholarship and its requirements to their students and  
5 impress upon them the benefits of making good grades.

6

## 7 **EARLY POSTSECONDARY OPPORTUNITIES & SCHOLARSHIP AWARENESS**

- 8 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
9 grades 8-11 shall provide Early Postsecondary Opportunities (EPSO) and scholarship awareness  
10 activities for students and their parents.<sup>4</sup>

1. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
2. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
3. [TCA 49-4-904, 907](#)
4. [TCA 49-4-932\(f\)](#)

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Grade Point Average (GPA) (9-12)</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>4.602</b>	Issued: <b>12/15/22</b>

All subjects (except pass/fail grades and courses that have been audited) are included in the calculation of the student's GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. The GPA is based on semester averages only.

Grade & Quality Points	Percentage Range		Weighting for Honors/Advanced Honors Courses & National Industry Certification	Weighting for Local and Statewide Dual Credit Courses, <del>and Dual Enrollment Courses</del>	Weighting for Advanced Placement, Cambridge, <b>Dual Enrollment, and International Baccalaureate Courses</b>
<b>A=4 QP</b>	90	100	Will include the addition of <b>3</b> percentage points to the grades used to calculate the semester average*	Will include the addition of <b>4</b> percentage points to the grades used to calculate the semester average*	Will include the addition of <b>5</b> percentage points to the grades used to calculate the semester average*
<b>B=3 QP</b>	80	89			
<b>C=2 QP</b>	70	79			
<b>D=1 QP</b>	60	69			
<b>F=0 QP</b>	0	59			

\*Weighting is subject to the grading system requirements outlined in Board Policy 4.600. When a course is repeated in credit recovery, the original grade shall not be factored into the GPA.

**Beginning August 2024, Middle school students taking high school courses and high school students taking online courses, will have their grades recorded on the high school transcript with the earned letter grade and corresponding grade point average (GPA).**

**Rutherford County Schools will not rank students numerically.**

When the district is not provided with numerical grades from the school the student is transferring from, which includes Dual Enrollment courses taken at an institute of higher education (IHE), the school district will convert the letter grade to a numeric grade based upon the following conversion:

Letter Grade Received	Numerical Grade Conversion
A+	100

A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	75
C-	70
D	65
F	59
F/A (Failure to Attend)	0

The additional four (4) percentage points for Dual Enrollment courses will then be added to the student's final grade.

#### **Valedictorian/Salutatorian Criteria:**

1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
3. The valedictorian/salutatorian shall meet all requirements for a student graduating with distinction pursuant to the Tennessee Board of Education's criteria and a student graduating with honors.
4. In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite, not superscore, will serve as the final determination criteria.
5. The requirements for valedictorian/salutatorian must be completed by April 15<sup>th</sup> of the student's graduating year. ~~the end of the 7<sup>th</sup> semester.~~

Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine valedictorian/salutatorian based upon honors and above honors level courses available.

Exception: If there is no student within the school who meets the above listed criteria, the valedictorian shall be the student with the highest grade point average.

Each high school principal shall approve a list of courses eligible for Honors/Advanced Honors and Advanced Placement status. A copy of the approved list will be placed in the Administrative Procedures Manual for the preceding school year. All honors/advanced honors and advanced placement courses must meet the Tennessee Board of Education's guidelines regarding standards for honors courses.

Students graduating with distinction will be noted and recognized in the graduation printed program. Additional "graduation with distinction" recognition will be the decision of the Board.

---

Legal References

1. TCA 49-6-407

---

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:

**03/08/23**

Rescinds:

**4.603**

Issued:

**06/05/19**

### *General*

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

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

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

Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a student is due to:<sup>4</sup>

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Other extenuating circumstances.

## 1 **VOLUNTARY RETENTION**

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

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

5 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

## 6 **PROMOTION PLANS<sup>6</sup>**

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

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

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

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

## 30 **RETENTION<sup>7</sup>**

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

### 33 *Decision of Retention – General<sup>9</sup>*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of

the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan shall include at least one of the following strategies:

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

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

#### *Decision of Retention – Third Grade<sup>10</sup>*

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

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

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

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

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

#### *Decision of Retention – Fourth Grade<sup>10</sup>*

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law ~~or and~~
- ~~2. or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and~~ A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.
- ~~3. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.~~

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

1. The student’s principal shall convene a conference consisting of the following parties: the student’s parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.
2. The conference shall review the student’s fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
  - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student’s fifth-grade year; or
  - b. The student will be retained in fourth grade.

A student shall not be retained more than once in fourth grade.

1 *Decision of Retention – Students with Disabilities*<sup>11</sup>

2 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
3 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
4 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
5 or a suspected disability that impacts their ability to read.

6 **APPEALS**<sup>8, 12</sup>

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

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

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

22 For students where retention is required per the additional requirements for students in third and fourth  
23 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
24 accordance with state law.<sup>13</sup>

25 **HIGH SCHOOL COHORT**

26 High school students pursuing a regular education diploma are a member of a cohort group determined  
27 by the year they entered 9th grade. Students will progress through grades 9-12 with their cohort group.  
28 Students must meet graduation requirements within 4 years and a summer in order to receive a high  
29 school diploma.

## Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

## Cross References

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Testing for Credit</b>	Descriptor Code: <b>4.6041</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>4.604</b>	Issued: <b>01/30/20</b>

## 1 Testing for Homeschool Credit

2 Students who are transferring from either a Category IV church-related school, Category V private  
3 school or home school must be given a comprehensive exam for the individual courses that appear on  
4 the student's official transcript.

5 The examination for graduation requirements may only cover the last course completed by the student  
6 (for example, if a student has completed English I, II and III, the examination may only cover English  
7 III).

8 Upon passing a comprehensive exam, the student will receive credit for course and the grade from the  
9 student's previous school will be factored into their GPA. For any course that is not passed by a  
10 comprehensive exam must be retaken.

## 11 Testing for Initial Credit

12 Students who are enrolled in grades 9-12 may earn up to four (4) graduation credits by obtaining a  
13 qualifying score on a credit test for an eligible course in which the student is not enrolled in. The  
14 following courses have been approved the State Board of Education:<sup>1</sup>

- 15 1. English IV
- 16 2. Pre-Calculus
- 17 3. Anatomy & Physiology
- 18 4. Ecology
- 19 5. World History & Geography
- 20 6. Economics
- 21 7. Personal Finance
- 22 8. Latin I
- 23 9. German I
- 24 10. Spanish I
- 25 11. American Sign Language I
- 26 12. French I
- 27

28 Students will earn credits toward graduation upon passing the credit exam. The student's score shall be  
29 included on the student's transcript and calculated into the student's overall grade point average.

The following standards should be followed:

1. A student must request permission to study for the course over the summer. No credit will be offered to a student who does not secure permission prior to end of the school year leading into the summer in which they intend to study.
  - a. Students that enroll after the end of the school year must request to test within their first thirty (30) days of school.
2. A student must pass the comprehensive written examination (using a standardized currently adopted textbook produced test whenever possible) with a grade of 60 or above.
3. Examinations must provide evidence that the student has mastered all of the terminal objectives in the applicable curriculum framework(s) adopted by the State Board of Education.
4. The examination may be administered only once to each eligible student. The examination must be taken on the date scheduled by the District. Rescheduling of the examination for an individual student with a conflict shall only occur in extreme circumstances upon approval of the Director of Schools or his/her designee.

The Director of Schools shall develop procedures for:

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

---

#### Legal References

1. [State Board of Education Policy 2.103](#)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>4.605</b>	Issued: <b>03/08/23</b>

## General

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

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

Before high school graduation, every student seeking an RCS diploma shall:<sup>1</sup>

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

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

- ~~1. The medical verification of the physical disability of the student to participate is provided to the homebound teacher; and~~
- ~~2. The principal of the school be notified by May 1<sup>st</sup> of the current year by the homebound teacher of the student's intent to participate in graduation rehearsals and exercises.~~

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

## SPECIAL EDUCATION STUDENTS<sup>4</sup>

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

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

3 *Special Education Diploma*

4 A special education diploma shall be awarded to students who have not met the requirements for a regular  
5 high school diploma<sup>5</sup> but have:

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

9 *Occupational Diploma*

10 Special education students who do not meet the requirements for a regular high school diploma may be  
11 awarded an occupational diploma if the student has:<sup>1,4</sup>

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

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

20 *Alternate Academic Diploma*

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

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

30 **STUDENT LOAD**

31 All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
32 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal  
33 this requirement to the Director of Schools and then to the Board.<sup>6</sup>  
34

35 **EARLY GRADUATION<sup>7</sup>**

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

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

5 1. Move on When Ready Program:

- 6 a. Earn the required seventeen (17) credits;  
7 b. Scores at the on-track or mastered level on each end-of-course assessment taken;  
8 c. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;  
9 d. Scores at minimum a twenty-five (25) on the mathematics and English portions of the ACT;  
10 e. Obtain a qualifying benchmark score on a world language proficiency assessment; and  
11 f. Complete at least two (2) types of the following courses:  
12 AP;  
13 IB;  
14 Dual enrollment; or  
15 Dual credit.

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

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

21 **COURSE SUBSTITUTIONS<sup>8</sup>**

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

24 The following list includes other allowable course substitutions:

25 1. Integrated Math III or Algebra II:

- 26 a. Dual-Enrollment College Algebra;  
27 b. IB Mathematics: Applications & Interpretations I SL

28 2. Chemistry

- 29 a. Dual-Enrollment College Chemistry;  
30 b. AP Chemistry

31 3. Physics

- 32 a. Dual-Enrollment College Physics;  
33 b. AP Physics;  
34 c. Cambridge Physics

35 4. Biology

- 36 a. Dual-Enrollment College Biology;  
37 b. AP Biology

38 5. World History and Geography

- 39 a. Dual-Enrollment College World History or Geography;  
40 b. AP Human Geography, AP European History or AP World History

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

---

#### Legal References

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

---

#### Cross References

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

## Rutherford County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Activities</b>	Descriptor Code: <b>4.606</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>4.606</b>	Issued: <b>01/30/20</b>

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

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

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

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

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

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

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

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

- District Academic Honors;
- State Honors;
- State Distinction;
- Tri-Star Scholar;
- Tennessee Seal of Biliteracy;
- Students voluntarily completing at least ten (10) hours of community service each semester the student is in attendance at a public high school;

- 1 • Students receiving a gold or platinum medal on National Career Readiness Certificate
- 2 (WorkKeys);
- 3 • Work Ethic Distinction; and
- 4 • Industry 4.0 Distinction.

---

#### Legal References

1. [TCA 49-6-405\(b\)\(2\)](#)
2. [TCA 49-2-114](#)
3. [28 CFR § 36.201](#)
4. [Lee v. Weisman, 505 U.S. 577\(1992\), 112 S. Ct. 2649, 120 L. Ed. 2d 467 \(1992\)](#)
5. [State Board of Education Policy 2.103; TCA 49-6-6010](#)

---

#### Cross References

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

# Rutherford County Board of Education

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

## 1 ASSIGNMENT

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

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

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

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

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

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

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

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

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

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

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

### Legal References

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

### Cross References

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

# Rutherford County Board of Education

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

## 1 *General*

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

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

## 4 **APPLICANTS AND EMPLOYEES**

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

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

## 19 **USE AND DISSEMINATION**

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

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

28 All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction  
29 of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on  
30 the subject. The training shall provide those with access to CHRI with a working knowledge of federal

- 1 and state regulations and laws governing the security and processing of criminal history information.  
2 The Director of Schools is responsible for ensuring that authorized personnel receive such training within  
3 sixty (60) days of employment or job assignment and every three (3) years.

#### 4 **RETENTION AND SECURITY**

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

#### 10 **DISPOSAL OF CHRI**

- 11 **After seven (7) years**, when CHRI is no longer needed, it shall be destroyed by burning, shredding, or  
12 other methods rendering the information unreadable. Record destruction shall be conducted under the  
13 supervision of the Director of Schools.

#### 14 **MISUSE**

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

---

##### Legal References

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

---

##### Cross References

School Volunteers 4.501  
Application and Employment 5.106

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>07/19/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>08/15/13</b>

## General

Employees shall be notified of their right to report a physical assault to the appropriate law enforcement agency.<sup>1</sup>

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. ~~If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.<sup>1</sup>~~

Hourly employees shall receive an amount representing the average number of hours the employee works for the district per pay period along with their full benefits, if available, until the employee is released by his/her physician to return to work or his/her physician determines the employee is permanently unable to return to work. An hourly employee is not eligible to receive the continued pay and benefits if he/she has been employed by the district for less than one (1) full pay period.<sup>2</sup>

If the employee receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the employee's full salary or average pay, as applicable.<sup>2</sup> The district shall pay the full salary or average salary, or the difference between the employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one (1) year.

## PHYSICIAN STATEMENT

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

### Legal References:

1. Public Acts of 2024, Chapter No. 915
2. TCA 49-5-714(a); Public Acts of 2024, Chapter No. 839
3. TRR/MS 0520-01-02-.04(4)(b)

### Cross References:

Worker's Compensation 3.602  
Long Term Leaves of Absence 5.304

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>06/07/18</b>

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

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

## APPLICATION/QUALIFICATIONS

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

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

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

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

## COMPENSATION

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

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

## CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup>

When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

## 1 EMERGENCY NEEDS

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

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

## 8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers that includes the annual school safety training required by  
11 state law.<sup>7</sup>

## 12 RESPONSIBILITIES

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

## 15 RE-EMPLOYMENT/TERMINATION

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

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

---

### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

---

### Cross References

Background Investigations 5.118  
Employment of Retirees 5.119

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>07/07/22</b>
		Rescinds: <b>5.802</b>	Issued: <b>07/22/21</b>

1 **QUALIFICATIONS**

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

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

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

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

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

16 **ESSENTIAL FUNCTIONS**

17 **General Administrative**

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

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

## **Financial Management**

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

## **Personnel Administration**

1. Establishes lines of authority which shall be approved by the Board and shown on the district organization chart. Lines of authority shall not restrict the practical working relationships of all staff members at all levels.
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and non-professional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.
6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives employees' communications to be made to the Board.

7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.<sup>2</sup>

### **Instructional Leadership**

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

### **Community/Public Relations**

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

5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.

6. Represents the school district and its interests in community organizations, activities, and projects.

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

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

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

---

#### Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); TCA 49-5-106(f); Public Acts of 2024, Chapter No. 577

---

#### Cross References

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>6.200</b>	Issued: <b>07/22/21</b>

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

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

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

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

Excused absences shall include:<sup>4</sup>

1. Personal illness/injury

- a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s) of the absence.
  - b. The ~~school~~ **district** may accept a written note from a parent/guardian or legal custodian for up to a total of eight (8) accumulated days during the school year for any absence. However, if a student is absent more than a total of eight (8) accumulated days, a doctor's note specifying inclusive dates for illness must be submitted in order for any subsequent absences due to illness to be excused.
2. Illness of immediate family member
  - a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.
3. Death in the family
  - a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.
  - b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.
4. Extreme weather conditions
5. Religious observances<sup>5</sup>
6. Military Service of Parent/Guardian<sup>6</sup>
  - a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.
  - b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>6</sup>
7. Pregnancy
8. School-endorsed activities
9. Summons, subpoena, or court order
  - a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.
10. Non-School-Sponsored Extracurricular Activity

- a. Documentation of the student's participation in the non-school-sponsored extracurricular activity must be submitted;
- b. The student's parent/guardian submits to the principal a written request for the excused absence no later than seven (7) business days prior to the student's absence.
- c. The principal, in writing, approves the student's excused absence.
- d. The principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year.
- e. The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.

11. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>7</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## TRUANCY

### *General*

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>8</sup>

Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement tier two of the progressive truancy plan described below prior to referral to juvenile court.

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

1 *Progressive Truancy Intervention Plan*<sup>9</sup>

2 **Tier 1**

3 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide  
4 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are  
5 not limited to, sharing of expectations online and in student handbooks, communicating tardies and  
6 absences to families daily, providing transportation, and sharing community resources such as before  
7 and after-school care options.

8 **Tier II**

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

- 11 1. A conference with the student and the student's parent(s)/guardian(s);  
12  
13 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
14 and the Attendance Supervisor/designee. The contract shall include:  
15  
16 a. A specific description of the school's attendance expectations for the student;  
17 b. The period for which the contract is effective; and  
18 c. Penalties for additional absences and alleged school offenses, including additional  
19 disciplinary action and potential referral to juvenile court.  
20  
21 3. Regularly scheduled follow-up meetings to discuss the student's progress; and  
22  
23 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
24 has been absent from school. The employee may refer the student to counseling, community-  
25 based services, or other services to address the student's attendance problems.

26 **Tier III**

27 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III may  
28 consist of the following interventions, to be determined by the principal as needed: utilizing truancy  
29 officers, peer mentors, social workers, or other appropriate staff to encourage consistent attendance, meet  
30 with families to ascertain needs and hinderances to attendance, offering recommendations for  
31 community resources such as before and after school care, and/or discuss transportation needs and assist  
32 with problem-solving those needs. The interventions shall address students' needs in an age-appropriate  
33 manner. Finalized plans shall be approved by the Director of Schools/designee.

34 **COLLEGE VISITS**<sup>10</sup>

35 Any high school student wishing to participate in a postsecondary school visit during the school year  
36 shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date  
37 of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any  
38 postsecondary school visits and for ensuring the safety of the student during the visit.

1 The principal/designee shall count a student present for no more than three (3) days each school year for  
2 students participating in a postsecondary school visit. The student shall be counted present for the day  
3 of the postsecondary school visit and shall not be counted present during any travel days.

4 In order to be counted present for the school day missed, the student shall submit to the  
5 principal/designee a signed letter or form from a campus official verifying that the visit to the  
6 postsecondary school occurred.

7 The student shall complete any schoolwork missed due to the student participating in a postsecondary  
8 school visit.

## 9 **PERFECT ATTENDANCE**

10 To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the  
11 state's minimum hourly requirement for a school day. To have perfect attendance in a particular class,  
12 a student must be present every day for over half of the class period.

13 Any student who misses class or a day of school because of observance of a day set aside as sacred by  
14 a religious denomination of which the student is a member or adherent, shall be deemed to have met  
15 the requirements of perfect attendance if his/her only absences were related to such observance.

16 Any student who misses class or a day of school because of a scheduled visit to a college or university  
17 shall be deemed to have met the requirements of perfect attendance if his/her only absences were  
18 related to such visit. Any student who misses class or a day of school because of earning an exemption  
19 from exams shall be deemed to have met the requirements for perfect attendance if his/her only  
20 absences were related to the exemptions.

## 21 **POSITIVE INCENTIVES FOR PERFECT ATTENDANCE**

22 Grades K-8

23 Individual schools are encouraged to provide incentives for regular attendance.

24 Grades 9-12

25 Final Exam Exemptions (Other than state mandated End of Course Exams)-Eligibility for exam  
26 exemptions (other than state mandated End of Course Exams) begins the first day of school. The final  
27 decision regarding final exemption of any student will be determined by the principal/designee. Any  
28 student who has been suspended (in-school or out-of-school) is not eligible for exemptions. The criteria  
29 for final exam exemption are as follows:

30  
31 **4x4 or Modified Block 1 Credit Classes      4x4 or Modified Block 0.5 Credit Classes**

32 **4 absences-A average      2 absences-A average**

33 **3 absences-B average      1 absence-B average**

34 **2 absences-C average**

1 1 absence – D average

2 Traditional Full Year Classes

Traditional One Semester Class

3 8 absences-A average

4 absences-A average

4 6 absences-B average

3 absences-B average

5 4 absences-C average

2 absences-C average

6 2 absences-D average

1 absence-D average

7 **ABSENCES MAY NOT BE MADE UP FOR THE PURPOSE OF QUALIFYING FOR EXAM**  
8 **EXEMPTION.**

9 Any student in Rutherford County Schools with four (4) years perfect attendance will receive recognition  
10 for this achievement.

11 **TARDIES K-12**

12 Being on time to school and class is essential for optimum teaching and learning. When a student is  
13 tardy, he/she disrupts this process for others and loses important learning time for himself/herself. School  
14 bus transportation is provided free of charge to students of Rutherford County. For this reason, tardies  
15 related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an  
16 excused tardy when late to school, the student must either:

17 a. A doctor's statement;

18 b. An official court notice; or

19 c. A parent conference or a parent's telephone call and approval by the administration.  
20 (Personal illness would be excused.)  
21

22 **STATE-MANDATED ASSESSMENT**

23 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or  
24 must have been given an excused release by the principal prior to testing to receive an excused absence.  
25 Students who have excused absences will be allowed to take a make-up exam. Excused students will  
26 receive an incomplete in the course until they have taken the EOC exam.

27 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
28 be averaged into their final grade.  
29

## 1 CREDIT/PROMOTION DENIAL

2 Credit/promotion denial determinations may include student attendance; however, student attendance  
3 may not be the sole criterion.<sup>11</sup> If attendance is a factor, prior to credit/promotion denial, the following  
4 shall occur:

5 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
6 denial due to excessive absenteeism.

7  
8 2. Procedures in due process are available to the student when credit or promotion is denied.

## 9 DRIVER'S LICENSE REVOCATION<sup>2</sup>

10 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
11 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

## 12 ATTENDANCE HEARING<sup>12</sup>

13 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
14 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
15 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
16 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
17 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
18 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
19 Upon notification of the attendance committee decision, the principal shall send written notification to  
20 the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken  
21 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their  
22 right to appeal such action within two (2) school days to the Director of Schools/designee.

23 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

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

---

### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)

---

### Cross References

School Calendar 1.800  
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

6. TCA 49-6-3019
7. TCA 49-6-3007
8. TCA 49-6-3021
9. TCA 49-6-3007; TCA 49-6-3009
10. State Board of Education Policy 4.100
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)

Voluntary Pre-K Attendance 6.2011  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Voluntary Pre-K Attendance</b>	Descriptor Code: <b>6.2011</b>	Issued Date: <b>09/18/19</b>
		Rescinds: <b>6.2011</b>	Issued: <b>06/07/18</b>

The board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education.<sup>1</sup>

While enrollment in an approved pre-kindergarten program is voluntary<sup>2</sup>, attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

## **EXCUSED ABSENCES**

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

## **UNEXCUSED ABSENCES**

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;

2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and

3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

## DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

## DISTRICT VOLUNTARY PRE-K CONTACT

Ann Haley  
Elementary Coordinator  
Phone: 615-893-5815  
E-Mail: [haleya@rcschools.net](mailto:haleya@rcschools.net)

---

### Legal References

1. TCA 49-6-101, *et seq.*; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

---

### Cross References

Attendance 6.200

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>09/03/20</b>
		Rescinds: <b>6.203</b>	Issued: <b>01/15/09</b>

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.<sup>3</sup>

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.<sup>4</sup>

A child whose care, custody, and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the central office.<sup>5</sup>

When enrolling students, all families must complete the Student Residency Questionnaire prior to being provided with an affidavit and/or prior to being denied enrollment for any other requirements for proof of residency to ensure compliance with Board Policy 6.502.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

## **ADJUDICATED DELINQUENT STUDENT<sup>6</sup>**

~~Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information.~~

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or

2. Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker, or psychologist who is developing a plan for the student while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.<sup>7</sup>

---

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e); TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>07/19/23</b>
		Rescinds: <b>6.300</b>	Issued: <b>03/08/23</b>

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices, RTI<sup>2</sup>B, multi-teared system of supports, and behavior intervention plans. Exclusionary discipline shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behavior support and interventions.<sup>3</sup>

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

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

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports, and behavior intervention plans.

## **MISBEHAVIORS: LEVEL I**

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

*Examples (not an exclusive listing)*

- Classroom disturbances

- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup>
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

#### *Disciplinary Procedures*

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

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

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

### **MISBEHAVIORS: LEVEL II**

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

#### *Examples (not an exclusive listing)*

- Continuation of unmodified Level I misbehaviors
- School or class tardiness
- School or class truancy
- Using forged notes or excuses
- Disruptive classroom behavior
- Possession of a personal communication device when not authorized, if not drug related
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

### *Disciplinary Procedures*

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

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

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

# 1 MISBEHAVIORS: LEVEL III

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

## 4 *Examples (not an exclusive listing)*

- 5 • Continuation of unmodified Level I and II misbehaviors
- 6 • Fighting
- 7 • Vandalism (minor)
- 8 • Use, possession, sale, distribution, and/or being under the influence of tobacco, alcohol,  
9 or a non-THC vape product
- 10 • Use, possession, sale, or distribution of drug paraphernalia
- 11 • Stealing
- 12 • Threats to others (including staff)
- 13 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,  
14 cyber-bullying, and/or hazing)
- 15 • Elopement from classroom/school building
- 16 • Possession of fireworks not deemed an explosive by law enforcement

## 17 *Disciplinary Procedures*

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

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

- 31 • In-school suspension
- 32 • Detention
- 33 • Restitution from loss, damage, or stolen property
- 34 • Out-of-school suspension
- 35 • Social adjustment classes
- 36 • Transfer
- 37 • Referral to Tier 2 or 3 behavioral supports
- 38 • Restorative practices
- 39 • Review and revision of a behavior plan

- Behavior contract
- Mentoring
- Community Service
- Development of a safety plan

#### **MISBEHAVIORS: LEVEL IV**

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

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.<sup>7</sup>

#### *Examples (not an exclusive listing)*

- Continuation of unmodified Level I, II, and III behaviors
- Death threats
- Extortion
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Sexual misconduct not resulting in a charge deemed a zero tolerance in Policy 6.309.
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance
- Possession/use/sale/transfer of alcoholic beverages
- Possession/distribution of any drug paraphernalia
- Use/transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Off-campus criminal behavior that results in the student being legally charged and/or convicted with a felony or with what would have been a felony if the student were an adult, and the student's continued presence in school poses a danger to persons or property, or disrupts the educational process.<sup>6</sup>
- Assault against an employee<sup>14</sup> (requires that the student shall be suspended from attendance at all school-sponsored events for no less than one (1) calendar year, unless modified by the Director of Schools.

#### *Disciplinary Procedures*

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.

- ~~Law enforcement officials are contacted.~~ Law enforcement officials and the Director of Schools are immediately contacted, if applicable.
- ~~The incident is reported, and recommendations are made to the Director of Schools.~~
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

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

- Other hearing authority or Board action which results in appropriate placement
- Long-term out-of-school suspension
- Expulsion up to one (1) year
- Alternative schools
- Other hearing authority or Board action which results in appropriate placement

### **MISBEHAVIORS: LEVEL V (ZERO TOLERANCE OFFENSES)**

The below offenses have been deemed zero tolerance offenses under state law and by Board Policy. Except offenses deemed reasoned judgment offenses, notated with an asterisk, the below offenses shall result in an expulsion for a period of not less than one (1) calendar year, subject to modification by the Director of Schools on a case-by-case basis.<sup>8</sup> Reasoned judgment offenses allow the principal to take into consideration intent and other factors to determine the appropriate level of discipline. For additional information, see Board Policy 6.309.

- Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug<sup>9</sup>
- Possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug<sup>9</sup>
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance, controlled substance analogue, or legend drug<sup>9</sup>
- Possession of a firearm<sup>10</sup>
- Assault that results in bodily injury<sup>11</sup> upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault<sup>12</sup>
- Bomb threat
- Threat of mass violence on school property or at a school-related activity<sup>13</sup>
- Possession of substances or devices deemed to be explosives by law enforcement
- Students charged with committing an on-campus violent felony listed in Board Policy 6.309
- Possession/use/transfer of dangerous weapons other than firearms.\*
- Possession/use/transfer of other instruments and substances with the intent to do harm to self or others or in a manner that renders the item dangerous.\*

#### *Disciplinary Procedures*

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials and the Director of Schools are immediately contacted.<sup>13</sup>
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

### *Disciplinary Options*

- For zero tolerance offenses, expulsion for no less than one (1) year. Student may make application for modification to the Director of Schools.
- For reasoned judgement offenses marked with an asterisk:
  - Suspension
  - Remandment
  - Expulsion up to one (1) year, with ability to apply for modification.

### **ADDITIONAL GUIDELINES:**

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

---

**Legal References**

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008
8. TCA 49-6-3401(g)(2); TCA 49-6-3402
9. TCA 39-17-454; TCA 53-10-101
10. 18 USCA § 921(a)(3); 20 USCA § 7961
11. TCA 39-13-101(a)(1)
12. TCA 39-13-102
13. TCA 49-6-4209; TCA 39-17-13-12; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882
14. Public Acts of 2024, Chapter 915

---

**Cross References**

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Interference/Disruption of School Activities 6.306  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Corporal Punishment 6.314  
Detention 6.315  
Suspension 6.316  
Safe Relocation of Students 6.4081

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Title IX &amp; Sexual Harassment</b>	Descriptor Code: <b>6.3041</b>	Issued Date: <b>02/18/21</b>
		Rescinds: <b>6.3041</b>	Issued: <b>07/28/20</b>

## *General*

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.<sup>1</sup> This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.<sup>3</sup> These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.<sup>3</sup>

All employees shall receive training on complying with this policy and federal law.<sup>4</sup>

## **TITLE IX COORDINATOR<sup>5</sup>**

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

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

**Title:** Pierrecia Lyons

**Mailing address:** 2240 Southpark Drive, Murfreesboro, Tennessee 37128

**Phone number:** 615-893-5812

**Email:** lyonsp@rcschools.net

## **DEFINITIONS<sup>4</sup>**

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

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

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:<sup>3</sup>

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> as defined in state and federal law.

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

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

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

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

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

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

## GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.<sup>10</sup>

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

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.<sup>11</sup> If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.<sup>12</sup> The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.<sup>13</sup>

## Complaints

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

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

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:<sup>14</sup>

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,  
2 shall be provided to both parties simultaneously.<sup>15</sup>

3 **Investigations<sup>16</sup>**

4 The Title IX Coordinator, and as needed, principals, shall serve as the investigator/s and be responsible  
5 for investigating complaints in an equitable manner that involves an objective evaluation of all relevant  
6 evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility  
7 rests on the school district and not the complainant or respondent.

8 ~~Once a complaint is received~~ Timely investigation shall commence upon written notice from the Title  
9 IX Coordinator to the respondent. The investigator shall initiate an investigation ~~within forty-eight (48)~~  
10 ~~hours in a timely manner after receipt of the complaint.~~ If an investigation is not initiated ~~within forty-~~  
11 ~~eight (48) hours in a timely manner,~~ the investigator shall provide the Title IX Coordinator, or, if the  
12 Title IX Coordinator is the investigator, the Director of Schools, with appropriate documentation  
13 detailing the reasons why the investigation was not initiated within the required timeframe.

14 All investigations shall be completed within ~~twenty (20)~~ ninety (90) calendar days from the receipt of  
15 the initial complaint. If the investigation is not complete within ~~twenty (20)~~ ninety (90) calendar days,  
16 the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the  
17 reasons why the investigation has not been completed.

18 All investigations shall:

- 19 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 20
- 21 2. Not restrict the ability of either party to discuss the allegations under investigation or gather  
22 and present relevant evidence;
- 23
- 24 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that  
25 seek disclosure of information protected under a legally recognized privilege unless such  
26 privilege has been waived;<sup>17</sup>
- 27
- 28 4. Provide the parties with the same opportunities to have others present during any grievance  
29 proceeding;
- 30
- 31 5. Provide to parties whose participation is requested written notice of the date, time, location,  
32 participants, and purpose of all investigative interviews, or other meetings, with sufficient time  
33 for the party to prepare to participate;
- 34
- 35 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to  
36 the allegations in the formal complaint; and
- 37
- 38 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 39
- 40 a. Prior to the completion of the investigative report, the investigator shall send to each  
41 party the evidence subject to inspection and review. All parties shall have at least ten

(10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

### **Determination of Responsibility<sup>19</sup>**

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.<sup>20</sup> The preponderance of the evidence standard shall be used in making this determination.<sup>21</sup>

The Assistant Superintendent of Human Resources and Support Services and/or his/her designee shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

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

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

### **APPEALS<sup>22</sup>**

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity **ten (10) business days from the date of written notice of the appointment letter of the hearing officer** to submit written statements. ~~Within ten (10) calendar days,~~ The hearing officer shall issue a written decision describing

- 1 the result of the appeal and the rationale for the result. The written decision shall be provided
- 2 simultaneously to both parties.

### 3 **RETALIATION**<sup>23</sup>

- 4 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
- 5 participate in any investigation of an act alleged in this policy is prohibited.

---

#### Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

---

#### Cross References

Section 504 and ADA Grievance Procedures 1.802  
 Discrimination/Harassment of Employees (Sexual, Racial,  
 Ethnic, Religious) 5.500  
 Staff-Student Relations 5.610  
 Code of Conduct 6.300  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Child Abuse and Neglect 6.409

Rutherford County Board of Education			
Monitoring:  Review: Annually, in March	Descriptor Term:  <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>07/19/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>03/08/23</b>

1 **ZERO TOLERANCE OFFENSES<sup>1</sup>**

2 State law and/or the Rutherford County Board of Education has classified certain offenses as requiring  
3 a mandatory minimum of one (1) calendar year suspension upon a determination by the Principal that a  
4 student has committed one (1) of these offenses, commonly referred to as zero tolerance offenses.  
5 These offenses are threats to the health and safety of staff and students and intolerably disruptive to the  
6 educational process. The following are offenses that automatically result in a suspension of not less  
7 than one (1) calendar year, except as otherwise prohibited by federal law for students with disabilities.  
8 On a case-by-case basis, the Director of Schools may modify the suspension through a request for  
9 modification:

- 10 1. **DRUGS.**<sup>2</sup> Students shall not unlawfully possess, handle, transmit, use, be under the  
11 influence of, share, or sell any drugs, or any controlled substances, on school grounds, at  
12 school-sponsored events, or on school buses. “Drug” means any controlled substance,  
13 controlled substance analogue, marijuana, legend drug or any other substance whose  
14 possession or use is regulated in any manner by any governmental authority. Exception:  
15 Use of tobacco products is not a zero tolerance offense. See Board Policy 1.803  
16 (Tobacco/Free Schools).
- 17 2. **FIREARMS.**<sup>3</sup> Students shall not possess, handle, transmit, use, or attempt to use firearms  
18 on school grounds, at school-sponsored events, or on school buses. This zero tolerance  
19 policy applies irrespective of whether the firearm is loaded or unloaded.
- 20 3. **ASSAULT OF EMPLOYEE/SRO.** Students shall not commit aggravated assault<sup>4</sup> or  
21 assault that results in bodily injury upon any teacher, principal, administrator, any other  
22 employee of the school, or school resource officer.<sup>4</sup>
- 23 4. **THREATS OF MASS VIOLENCE.** Students shall not make **valid** threats of mass  
24 violence **as determined by a threat assessment** team on school property or at a school-  
25 related activity.<sup>5</sup>
- 26 5. **BOMB THREATS.** Students shall not make, aid, or encourage the making of a bomb  
27 threat or bomb threat hoax.
- 28 6. **POSSESSION OF EXPLOSIVES.** Any student found in possession of any destructive  
29 device, which includes any explosive, incendiary device or poison gas, including bombs,  
30 grenades, rockets, missiles, mines or similar devices shall be subject to the zero tolerance  
31 policy. Possession of fireworks altered or modified to constitute an explosive may be  
32

considered a zero tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. For general possession of fireworks not deemed an explosive by law enforcement, see Board Policy 6.300.

**7. ON-CAMPUS FELONIES.**<sup>6</sup> Any student who commits any of the following felonies on school grounds, at school-sponsored events, or on school buses and is subsequently charged with said felony will be subject to the zero tolerance policy. These crimes inherently create a serious risk to the health and safety of staff and students, and extraordinarily disrupt the educational process. Off-Campus criminal behavior is addressed in Board Policy 6.300:

- a. Rape (including aggravated)
- b. Murder (including attempted)
- c. Robbery (including aggravated or especially aggravated)
- d. Kidnapping (including aggravated)
- e. Aggravated Assault (Student does not have to be charged to be a zero tolerance if elements of TCA 39-13-102 met)
- f. Felony Reckless Endangerment
- g. Sexual Battery (including aggravated)
- h. Carjacking

## **REASONED JUDGMENT OFFENSES**

State law and the Rutherford County Board of Education has identified other zero tolerance offenses that, depending on the individual circumstances, may warrant a reasoned judgment by the Principal in assigning discipline. These offenses may result in suspension, remandment, or expulsion up to one (1) year. Students subject to expulsion may apply for modification to the Director of Schools utilizing the same process as zero tolerance offenses listed above:

- 1. WEAPONS OTHER THAN FIREARMS.** State law allows the school administrator to use reasoned judgment when determining the punishment for the possession, use, handling and/or transmission of items that may be classified as weapons other than firearms. The definition of a weapon is broad since any object that could be used to inflict harm or injury to another falls into that category. In determining punishment, the Principal will consider the object determined to be the weapon, the circumstances surrounding the incident, and the intent of the student charged with the weapons offense when making his/her decision. The Principal may assign punishment, including remandment or suspension up to one (1) calendar year based on these considerations. If a student is suspended for the maximum time of one (1) year, the student and/or his/her parent/guardians may make application for modification to the Director of Schools.
- 2. OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in possession of or use any instruments or substances, including but not limited to nonprescription drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to self or others or in a manner which renders the item dangerous in school buildings or on school grounds, or on any grounds used for school purposes at any

time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

#### NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

---

##### Legal References

1. TCA 49-6-3401(g); TCA 39-17-1309; TCA 49-6-4209; 18 USC 921
2. TCA 49-6-4202; TCA 53-10-101
3. 18 USC 921
4. TCA 49-6-3401(g)(1)(B)
5. Public Acts of 2023, Chapter No. 299; Public Acts of 2024, Chapter No. 882
6. TCA 49-6-3401(a)(14)
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

---

##### Cross References

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

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspension/Expulsion/Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>06/05/19</b>
		Rescinds: <b>6.316</b>	Issued: <b>08/15/13</b>

## 1 DEFINITIONS:<sup>1</sup>

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive  
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to  
4 avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)  
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute  
7 expulsion.

8 **Remand:** assignment to an alternative school.

## 9 REASONS FOR SUSPENSION/EXPULSION:

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any  
11 student from attendance at school or any school-related activity on or off campus (out-of-school  
12 suspension) or from attendance at a specific class or classes, or from riding a school bus, without  
13 suspending such student from attendance at school (in-school suspension), for good and sufficient  
14 reasons including, but not limited to:<sup>2</sup>

- 15 1. Willful and persistent violation of the rules of the school or truancy;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to  
18 any school;
- 19 4. Willful or malicious damage to real or personal property of the school, or the property of any  
20 person attending or assigned to the school;
- 21 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 22 6. Marking, defacing or destroying school property;
- 23 7. Possession of a pistol, gun or firearm on school property;<sup>3</sup>
- 24 8. Possession of a knife, etc., as defined in TCA 39-6-1701, on school property;<sup>4</sup>

- 1 9. Possession of a toy weapon on school property. A toy weapon includes, but is not limited to, a  
2 pistol, gun, firearm, sword, or knife (with the exception of toy weapons brought for school  
3 sponsored or approved purposes).;
- 4
- 5 10. Assaulting a principal or teacher with vulgar, obscene or threatening language;
- 6
- 7 11. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;<sup>5</sup>
- 8
- 9 12. Engaging in behavior which disrupts a class or school-sponsored activity;
- 10
- 11 13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive  
12 or destructive device including chemical weapons on school property or at a school sponsored  
13 event, or an invalid threat of mass violence<sup>6</sup>;
- 14
- 15 14. Two (2) or more students initiating a physical attack on an individual student on school  
16 property or at a school activity, including travel to and from school;
- 17
- 18 15. Off-campus criminal behavior resulting in felony charges, or the equivalent if the student were  
19 to be charged as an adult; when behavior poses a danger to persons or property or disrupts the  
20 educational process;
- 21
- 22 16. Any other conduct prejudicial to good order or discipline in any school; and
- 23
- 24 17. Any zero tolerance offense as defined in Policy 6.313.
- 25

26 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense  
27 under a reasonable belief that the student, or another to whom the student was coming to the defense,  
28 may have been facing the threat of imminent danger of death or serious bodily injury, then, the student  
29 may not face any disciplinary action.<sup>7</sup>

### 30 31 **IN-SCHOOL SUSPENSION:**<sup>8</sup>

- 32
- 33 1. Students given an in-school suspension in excess of one (1) day from classes shall attend either  
34 special classes attended only by students guilty of misconduct or be placed in an isolated area  
35 appropriate for study; and
- 36
- 37 2. Personnel responsible for in-school suspension will see that each student is supervised at all times  
38 and has textbooks and classwork assignments from his/her regular teachers. Students given in-

school suspension shall be required to complete academic assignments and shall receive credit for work completed.

#### **OUT-OF-SCHOOL SUSPENSION:<sup>9</sup>**

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (other than for in-school suspension of one (1) day or less), the principal shall, within twenty-four (24) hours, notify the parent or guardian and director of schools.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
  - a. Of the suspension/expulsion and the cause for it; and
  - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
  - c. Of the cause of the suspension, of the conditions of readmission, which may include, at the request of either party, a meeting of the parent/guardian, student and principal.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.

8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

#### **SCHOOL-SPONSORED EVENTS<sup>10</sup>**

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

---

#### Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 39-17-1309(b)
4. TCA 39-17-1309
5. TCA 53-10-101
6. Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(i)
8. TCA 49-6-3401(b)(1)
9. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415; Individuals with Disabilities Act Amendments of 1997 § 615
10. Public Acts of 2024, Chapter No. 915

---

#### Cross References

Procedural Due Process 6.302  
Interference/Disruption of School Activities 6.306  
Bus Safety and 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: <b>Review: Annually, in April</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>5-21</b>	Issued: <b>01/15/09</b>

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

After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension/expulsion from the former school system. ~~and make a recommendation to the Board to approve or deny the request~~ The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.<sup>1</sup> Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

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

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.<sup>1</sup>

## Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

## Cross References

School Admissions 6.203  
Student Records 6.600

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>07/28/20</b>

## General

The Director of Schools shall:<sup>1</sup>

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school and submit this information to the Department of Children's Services;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all employees annually complete the child abuse training program required by state law.<sup>2</sup>

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

## REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.<sup>5</sup>

The report shall include, to the extent known by the reporter:<sup>6</sup>

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, 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.

The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

---

### Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

---

### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Suicide Prevention</b>	Descriptor Code: <b>6.415</b>	Issued Date: <b>01/11/24</b>
		Rescinds: <b>6.415</b>	Issued: <b>06/09/16</b>

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided suicide intervention and prevention resources.

## **PREVENTION<sup>1</sup>**

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

## **INTERVENTION<sup>1</sup>**

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall follow the Rutherford County Schools' Mental Health Procedures and ensure the student is placed under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable.

Prior to contacting the student's parent/guardian, ~~the director of schools~~ the principal or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.<sup>2</sup>

The ~~director of schools~~ principal or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the ~~director of schools~~ principal or designee shall contact the Department of Children's Services.<sup>2</sup>

The ~~director of schools~~ principal or designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;

- 1        2. The individual contacted;
- 2        3. The parent/guardian's response; and
- 3        4. Anticipated follow-up.

4        Prior to a student returning to school, the ~~director of schools~~ principal or designee ~~and/or principal~~ shall  
5        meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide  
6        documentation from a mental health care provider stating that the student has received care, and is no  
7        longer an immediate danger to themselves or others and is cleared to return to school.

## 8        POSTVENTION<sup>1</sup>

9        Immediately following a student suicide death, Student Services personnel work with teachers to identify  
10       the students most likely to be impacted by the death in order to provide additional assistance and  
11       counseling if needed.

## 12       REPORTS

13       Schools will compile information related to suicide threats during the school year which require  
14       implementation of this policy and submit a report to the director of schools/designee, at the end of each  
15       school year.

---

### Legal References

1. TCA 49-6-1901
2. T.C.A. 37-1-403

---

### Cross References

News Releases, News Conferences and Interview 1.503  
Crisis Management 3.203  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying and Intimidation 6.304  
Promoting Student Welfare 6.400  
Student Wellness 6.411

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>School Resource Officers (SROs) Involvement and Curriculum Implementation</b>	Descriptor Code: <b>3.2051</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

This policy outlines the involvement of School Resource Officers (SROs) in promoting student safety, well-being, and education within Rutherford County Schools. It establishes specific participation guidelines for elementary, middle, and high school levels, focusing on character education, legal awareness, and proactive safety measures.

## Elementary School:

- a. SROs will actively participate in a character-based curriculum, consisting of six lessons per period academic year for K, 2<sup>nd</sup>, and 4<sup>th</sup> grades and two extra classes added for 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades.
- b. Character education lessons will cover topics such as respect, honesty, responsibility, kindness, empathy, and citizenship.
- c. SROs will collaborate with elementary school staff to deliver engaging and age-appropriate lessons that reinforce positive character traits and foster a safe and supportive learning environment.

## Middle School and High School:

- a. SROs will conduct designated two 50-minute sessions at the beginning of the school year to educate students on legal issues, safety protocols, and proactive measures.
- b. These sessions will focus on discussing behaviors that could lead to arrest, legal consequences, and appropriate responses in various situations.
- c. Middle school and high school students will participate in two classes per semester, addressing topics such as drug prevention, awareness of substance abuse, and understanding the consequences of illegal activities.
- d. At the beginning of the school year, homeroom or class level meetings may be used to set up sessions on crisis response time and the do's and don'ts of behavior that can lead to serious repercussions.
- e. Additional topics covered at the high school level may include the dangers of drug and alcohol abuse, safe dating, and self-defense strategies.
- f. SROs will utilize interactive and engaging teaching methods to facilitate student participation and comprehension of the material.

## Implementation:

- a. Curriculum development and scheduling of SRO involvement will be coordinated between school administrators, teachers, and law enforcement agencies.

- 1 b. Elementary school curriculum materials will be provided by the SRO, with input and guidance
- 2 from SROs to ensure alignment with safety and character education objectives.
- 3 c. Middle and high school sessions will be scheduled at the beginning of each school year, with
- 4 ongoing collaboration between SROs and school staff to address emerging issues and concerns.
- 5 d. Documentation of SRO involvement and curriculum implementation will be maintained for
- 6 monitoring, evaluation, and continuous improvement purposes.
- 7 e. If an SRO fails to comply or is unavailable per policy requirements, the Director of Schools
- 8 will collaborate with the Sheriff to address the non-compliance issue with the SROs.

---

#### Legal References

- 1.

# Rutherford County Board of Education

Monitoring:

**Review: Annually, in November**

Descriptor Term:

**Family Life Education**

Descriptor Code:

**4.213**

Issued Date:

[Click here to enter a date.](#)

Rescinds:

Issued:

## 1 *General*

2 A family life education program shall be implemented within the school district in compliance with state  
3 law.<sup>1</sup>

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

## 7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
9 factually and medically accurate, include the following:<sup>2</sup>

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
  - 11
  - 12 2. Encourage sexual health by helping students understand how the whole person is affected by  
13 sexual activity as well as other risk behaviors;
  - 14
  - 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,  
16 as well as the process of adoption and its benefits;
  - 17
  - 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual  
19 activity, including the challenges of single teen parenting;
  - 20
  - 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual  
22 activity;
  - 23
  - 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual  
25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is  
26 the child, and internet crimes against children;
  - 27
  - 28 7. Provide instruction on the prevention of dating violence;
  - 29
  - 30 8. Encourage communication between parent(s)/guardian(s) and students;
-

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

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

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

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

### TRAINING ON INSTRUCTION

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

### REPORTING<sup>2</sup>

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

---

#### Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304: Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.214</b>	Issued Date:
		Rescinds:	Issued:

## *General*

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.<sup>1</sup>

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval.

District technology staff are tasked with overseeing the implementation of AI programs. These staff members will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

## **STAFF USE**

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:
  - a. Violate the terms of the use of the AI tool;
  - b. Would mislead a supervisor or others as to the nature of the work; or
  - c. Would be inconsistent with the teacher code of ethic;<sup>2</sup>

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;

4. Outputs shall not be incorporated into proprietary content or works; and

5. The Instructional Technology Department will make AI training available to employees who would like to use AI with students.

## STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

## ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

## NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided on the RCS Instructional Technology website.

## REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1<sup>st</sup>.

---

### Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

---

### Cross References

Use of the Internet 4.406

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date:
		Rescinds:	Issued:

## *General*

The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> The opioid antagonist shall be stored in accordance with the manufacturer's instructions.<sup>2</sup> School nurses and other school personnel expected to provide emergency care to students shall be trained according to the Tennessee Department of Health guidelines. The school nurse or other trained school personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing protocol from a physician.

School district staff shall not prohibit a student, employee, or visitor from possessing an opioid antagonist while the person is on school property or attending a school-sponsored activity held at a location that is not school property.<sup>2</sup>

## **PARENTAL NOTIFICATION**

The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist has been administered.

## **PROCEDURES**

The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists as well as procedures regarding record keeping and reporting after any incident.

---

### Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)



## VISITOR CONDUCT

Pursuant to a change in Tennessee State Law (Public Acts of 2024, Chapter No. 810), persons who come onto school property shall be under the jurisdiction of the site administrator or their designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

### CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

For more information, please contact:

Principal of \_\_\_\_\_ (school)

(615) \_\_\_\_\_ (school's phone number)

## **2024-2025 APPROVED FEES**

### **ELEMENTARY SCHOOL STUDENT FEES**

- Cost for field trips as approved by the principal
- Recorders
- Club and extracurricular activities
- Supplemental reading materials
- Instrument rental and maintenance
- Choral performance attire
- Supplemental paper and supplies
- Student activities during the school day

### **MIDDLE SCHOOL STUDENT FEES**

- Costs for field trips approved by the principal
- Costs for additional academic and athletic competitions approved by the principal
- Club and extracurricular activities
- PE uniforms
- Rental fees for school assigned lockers/locks
- Fine Arts music and repertoire selections
- Fine Arts performance attire
- Fine Arts instrument rental and maintenance
- Art supplies
- Technology fee for access to approved programs
- Student activities during the school day

### **HIGH SCHOOL STUDENT FEES**

- Costs for field trips as approved by the principal
- Locker rental
- Parking Fees
- Calculator rental and/or purchase
- Supplemental materials and other supplies required for courses
- Supplemental reading and related arts materials for IB, AP and Honors courses
- IB, Cambridge, and AP registration and exams
- Foreign language national exams
- PE uniforms
- Graduation
- Band and choral attire and music selections
- Band and choral transportation
- Instrument rental and maintenance
- Weightlifting equipment maintenance
- Attire and insurance for health and occupational safety courses
- Supplemental materials and supplies for drama and theater courses
- ROTC shirts and crests
- Transcript fees
- Flash drives
- Culinary arts uniforms and supplies
- Club and extracurricular activities
- Student activities during the school day



# **Smyrna Primary School**

15mm 40 x 160 - Full Color

GREAT SIGNS. GREAT SERVICE. GREAT PRICES.



\*Artistic and illustration purposes only; not drawn to scale - see quote for dimensions.



## SIGN SPECIFICATIONS

## COLOR:

Full Color / RGB text, pictures &amp; video.

Pitch: 15mm

Matrix: 40 x 160

Dimensions: 2'-0" x 8'-0" (Tall x Wide)

Max # of Lines: 6

Max Letter Per Line: 27

Cabinet Size: 2'-0" x 8'-0" (TallxWide)DS

Pedestal Size: 4'-0" x 2'-0" (TallxWide)







## PRELIMINARY RETROFIT RENDERING

CONTINGENT UPON RECEIVING PICTURES  
AND MEASUREMENTS OF EXISTING SIGN

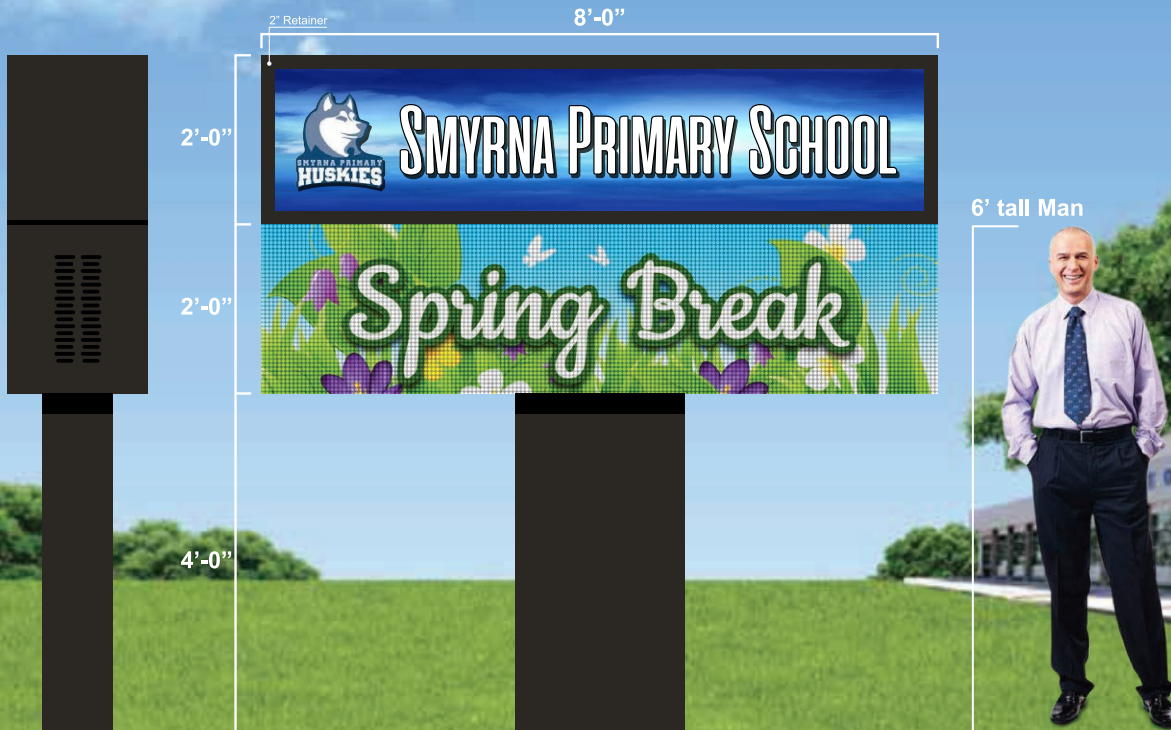
Cabinet PMS Color:  
**PANTONE 286 C**  
(S1794018)

See available powdercoat colors:  
<https://goldenrulesigns.com/grs-powder-coat>

Colors used:

CMYK	PMS	
		PMS 286 C
		PMS Black C
		PMS Trans. White

The Pantone Color Matching System is the sign industry standard for color selection. Computer monitor settings and printer calibration can limit the accuracy between the color you see and the true PMS color when printed. For specialized colors, ask your Project Consultant for a sample.



Z06052405

SIGNATURE

DATE

VERSION #: Z05302401

1083 Brooks Industrial  
Shelbyville, KY 40065

TF 1-800-732-9886  
Fax 1-502-416-0544

[www.goldenrulesigns.com](http://www.goldenrulesigns.com)


## ADDITIONAL DESIGN OPTIONS:



A



B



C

Client is responsible for ensuring that the proof is correct in all areas. Double-check spelling, grammar, layout and design before approving artwork. If a proof containing errors is approved by client, the client is responsible for payment of original cost as well as corrections, revisions, and re-makes. This custom artwork is not intended to provide an exact match between ink, vinyl, paint or EMC color. Brickwork, masonry and landscaping is not included in the proposal unless otherwise specifically stated. EMC images shown are simulated. Sign is designed to be illuminated at all times. Sketches are based off of this premise. This is a custom made product, built by hand for people by people. Small blemishes/imperfections may occur and can be expected with hand made products. Industry standard is to view this product from a minimum distance of 10 feet to determine quality acceptability.



1083 Brooks Industrial  
Shelbyville KY 40065

Consultant Seth McNeal  
1-800-732-9886  
seth@goldenrulesigns.com

Quote #34243  
Date 06-05-2024

Client Emily Dauerer  
Smyrna Primary School  
200 Walnut St.  
Smyrna TN 37167

TIPS #23010401

**Great Signs. Great Service. Great Prices.**

#### L.E.D. Message Unit (Impact G3 Series)

Color	RGB -2 Billion Colors	Communication Capabilities	Cellular Modem - Lifetime Data Text, Pictures, Graphics, Video Animations, Time & Temperature
Pitch	15mm	Certifications	 
Matrix	40 x 160		
Dimensions	2' -0" x 8' -0" (Height x Length)		
Max # of Lines	6		
Max letter per line	27		
Configuration	Double Face - side covers inc		



#### Identification/Logo Cabinet & Support Structure (Full Depth Cabinet)

Cabinet Size	2'-0" x 8'-0" (Tall x Wide) DS	Your sign cabinet will be internally lit and controlled by a day/night sensor. It contains translucent faces which display digitally printed lettering/art (name of organization/mascot etc.) which will be approved prior to manufacturing.
Pedestal Size	4' -0"x 2' -0" (Tall x Wide)	
Structure	5" square steel tube, structural support #1	
		Professional logo package - high resolution/vectorized

Electrical Requirements	120v	240v	Our sign system can be manufactured for 110v-120v or 220v-240v service. Our Project Management Team will confirm your choice at the time of order and answer any questions you may have on grounding requirements.
	Typical Amps	3.36	
	Max Amps	11.81	

Alternate Resolution Options	Additional Items (included in total)	Price
Pitch: 10mm      Pitch: 6mm Matrix: 60 x 240      Matrix: 100 x 400 Total: \$ 30,232.96      Total: \$ 33,073.07		
If choosing an alternate resolution option, <b>Please circle your selection &amp; Initial</b> _____		

#### Installation, Delivery & Warranty

Installation	Professional Installation - New Footer	Total	\$ 26,678.12
Site Survey	Not Required	50% Deposit:	\$ 13,339.06
Existing Sign	Sign (no footer) Removal Included v2	25% Prior to Shipping:	\$ 6,669.53
Sign Permit	FREE PERMIT - Up to \$350	25% Balance:	\$ 6,669.53
Delivery	Included - LTL3		
Warranty	Limited Lifetime Warranty		
		 	

To begin the purchase process please sign and fax to 502-416-0544 or scan and e-mail to your Project Consultant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicable sales tax will be added to your invoice - exempt organizations must provide certificate. Manufacturing lead time is 4-10 weeks depending on scope of work - confirm with your Project Manager. Engineering, permit acquisition, permit fee beyond \$350 and running electric are not included unless specifically stated in this quote. This quote is valid for 90 days.

# Golden Rule Signs, Terms and Conditions of Sale v5117

## 1.0 Basis of Sale

No variation to these Conditions shall be binding unless agreed in writing between authorized representatives of the Buyer & Seller. For the purposes of this Contract, authorized representatives of the Buyer and Seller shall refer to individuals who have been expressly designated in writing by the respective party, with the authority to negotiate and enter into agreements on their behalf. Additional, different, or inconsistent terms or conditions proposed or received from Buyer, including without limitation, any additional, different, or inconsistent terms or conditions in Buyer's request for proposals or order, are hereby rejected and shall not be a part of the parties' contract. Seller's commencement of any work or delivery of any goods does not constitute acceptance of or consent to any additional, different, or inconsistent terms. Changes in orders must be requested by Buyer in writing. No changes shall be binding on Seller unless specifically agreed in writing and signed by Seller. Seller is not liable or responsible for any delays caused by Buyer's changes in orders. Sales literature, price lists, and other documents issued by Seller in relation to the Goods are subject to alteration by Seller without notice, do not constitute offers to sell the Goods which are capable of acceptance, and do not constitute a part of this Contract unless the parties otherwise expressly agree in writing. Typographical, clerical, or other accidental errors or omissions in any sales literature, quotation, price list, acceptance of offer, invoice, or other document or information issued by the Seller shall be subject to correction without any liability on the part of the Seller.

## 2.0 Orders, Specifications & Permits

The Buyer's signed quote form will include all specifications of the order, products, and services provided by the Seller, such as shipping, installation, permitting, training, custom artwork, and design. Any items not listed on the quote are not included in the Goods' specifications. Seller does not provide/run electric lines – this is a Buyer responsibility unless otherwise specifically stated on the signed quote form. No order which has been accepted by the Seller may be canceled by the Buyer except by an agreement in writing from the Seller and with the understanding that the Buyer shall indemnify the Seller in full against all loss (including loss of profit), costs (including the cost of all labor and materials used), damages, charges and expenses incurred by the Seller. The cost for local zoning permits, if required, is the sole responsibility of the Buyer unless included as a line item in the order. The Seller may, at its option assist in providing drawings, sketches/renderings, or technical information. Permit-related fees are added to the balance invoice at cost unless a line item price has been assigned. If a variance process is required, a change order is required. Any required core samples, engineered drawings, inspections, architect reviews, or additional certifications/tests requested or required by the Buyer or the Buyer's local government are the financial responsibility of the Buyer. If for any reason the local governing authorities (be it city, county, or state planning/zoning, permit office, building inspections etc.) deny the permit application, Buyer is conclusively responsible for all costs incurred. Rock and uncommon conditions clause: In the event that the site soil or rock conditions are such to prevent normal excavation and construction, Buyer is responsible for additional charges at cost if incurred. Buyer will be notified if the scope of work changes due to engineering or zoning requirements; including but not limited to footer size change, use of structural forms, water pump-out, rock or sediment requiring removal, site access, or additional machinery outside of the typical and reasonable scope. Buyer is responsible for all charges which will be reflected in the balance invoice. If Seller is to utilize a client's existing support structure when installing a sign, it is hereby known that Seller has no knowledge of the depth, size, or integrity of the footer below grade or materials/methods used to construct or quality of the existing support structure. As such, Buyer agrees to hold Seller harmless and void of all liability as it relates to any existing support structures or footers.

## 3.0 Terms of Payment Payment to Seller

Terms of Payment to Seller is specified on the Quote. In the event that Buyer is paying through installments, "due on or before" dates will be set forth on the Quote. Any payments that are past due by 7 or more calendar days shall be assessed a \$50 late fee. In addition, any payments that are past due by more than 30 calendar days shall bear interest at a rate equal to the lesser of (a) one and one-half percent (1.5%) per month or (b) the maximum permitted by law. Noncompliance with payment terms or any other failure by Buyer to observe, perform, and be in compliance with the terms and conditions of this Contract, will be a breach of contract by the Buyer. In that event, (a) Seller may exercise all rights and remedies available to it at law or in equity, and title to the Goods shall revert to the Seller, and (b) the Buyer waives all rights to the Goods and services that were to be provided as well as monetary damages. In the event that Seller hires an attorney to represent it in any dispute in any way related to this Contract, Buyer expressly agrees to pay all legal fees and costs incurred by such attorney in such a matter.

## 4.0 Delivery

The date of delivery of the Goods may vary due to the nature of manufacturing custom signage. Estimated delivery/installation dates are estimations. Seller shall be held harmless if the estimated delivery/installation date is exceeded. Buyer is responsible for any increased installation costs due to delays caused by Buyer (lack of access to site or personnel during the planned visit, delivery or installation, undisclosed underground lines, or unprepared site provisions or customer-caused delays). Shipping terms are FOB Plant. If Goods are shipped directly to Buyer, Buyer is solely responsible for any damage during shipping. Buyer is advised to examine the crate and Goods before accepting and reject any damaged shipment. This does not apply to projects where a Seller contracted installer is receiving Goods.

## 5.0 Assignment of Manufacturer's Warranties

Seller hereby assigns to Buyer, to the extent assignable, all manufacturer's warranties and service agreements with respect to the Goods, if any, for the purpose of making appropriate claims against the manufacturer, provided that the Seller shall retain at all times the right to be protected by these warranties, agreements, and indemnities.

## 6.0 Legal

Buyer represents and warrants that it is duly authorized to enter into this Contract and that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. It is the responsibility of the Buyer to ensure that this purchase and signing of this contract is compliant with the Buyers protocol and procedures. This contract shall be governed by the laws of the Commonwealth of Kentucky, without regard to its conflict of laws principles. The parties hereby irrevocably submit to the exclusive jurisdiction of the Federal and State courts located in Shelby County, Kentucky regarding the interpretation and enforcement of this Contract and the transactions contemplated hereby and hereby waive and agree not to assert as a defense that it is not subject thereto or that any such action may not be brought or maintained in such courts or that such venue may not be appropriate or convenient. This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements, previous contracts for this signage, understandings, representations, and warranties both oral and written with respect to such subject matter.

- END OF DOCUMENT -



**AWARDED VENDOR**

Golden Rule Signs is now an Awarded Vendor through the TIPS Purchasing Cooperative. As an Awarded Vendor, Golden Rule Signs offers TIPS Members the opportunity to purchase products at discounted pricing without the delay and expense of going out to bid. Through the TIPS program, Golden Rule Signs is able to save agencies both time and money, while delivering the highest quality signs at the best possible price.

**Contract # 23010401** Trades,  
Labor and Materials (Marquee Signs)  
Expires 4/30/2028

[www.tips-usa.com](http://www.tips-usa.com)

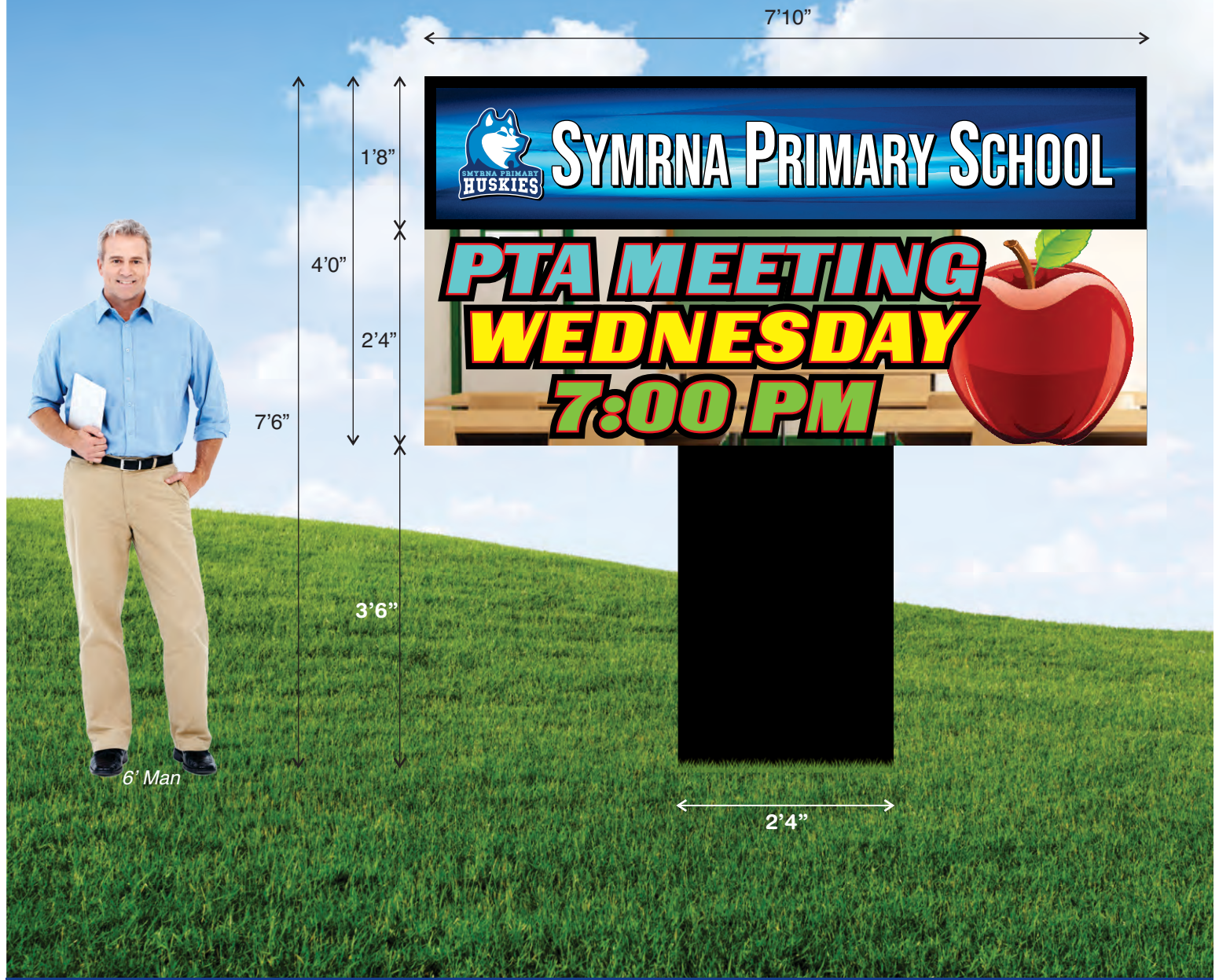
[www.tips-usa.com/goldenrulesigns](http://www.tips-usa.com/goldenrulesigns)



**For a TIPS Quote,**

Seth McNeal • [seth@goldenrulesigns.com](mailto:seth@goldenrulesigns.com)  
502-416-0628 • [goldenrulesigns.com](http://goldenrulesigns.com)

Infinity Series  
20mm 36 x 120



Reference #: **sk- 146610-1**  
Product Manager: **David**  
Date: **May 30, 2024**

ID Face Vinyl: *Digital Print*  
ID Cabinet & Mount Color: *Black*  
LED Display: *Full Color*



**SIGNS PLUS**  
NEW IDEAS-NEW TECHNOLOGY, INC.  
**800-848-4262**  
info@SignsPlusSigns.com  
www.SignsPlusSigns.com



#### APPROVAL

DATE

PRINT NAME

SIGNATURE

A FAX SIGNATURE IS BINDING UPON BOTH PARTIES

Custom artwork by Signs Plus is provided as an example and is not intended to represent an exact match for ink, vinyl, paint or LED colors. With the exception of our Polyarmour products, masonry and brickwork are not included in the proposed quote. Measurements shown are approximations and final product dimensions may vary. Original Signs Plus design - reproduction is prohibited.



NEW IDEAS - NEW TECHNOLOGY, INC.

4242 McIntosh Ln, Sarasota, Florida 34232  
t. 800-848-4262 f. 941-378-4062

Smyrna Primary School

200 Walnut Street  
Smyrna TN 37167

Attention: Ms. Emily Dauerer

David Clark

Project Specialist

david@signsplussigns.com

Quote #: 146610-20MM36X120

Date: May 30, 2024

Qty	Description	
1	Infinity - Full Color Double Sided LED Display - Made in the USA by Optec <ul style="list-style-type: none"><li>- Two (2) Individual LED Cabinets Acting as a Double Sided Display with Side Filler Panels for Unitized Appearance</li><li>- LED Cabinet Size &amp; LED Active Display Area: 2' 4"x 7' 10" - Borderless Edge-to-Edge Pixels</li><li>- LED Pixel Pitch: 20mm - LED Pixel Matrix: 36x 120 (Rows x Columns)</li><li>- Total Pixels: 8,640 (Double Sided)</li><li>- 3 LEDs per Pixel: 1 Red, 1 Green, 1 Blue</li><li>- Brightness: 10,000 Nits</li><li>- Color Processing: 16-bit Grayscale - Color Palette: 281 Trillion Colors</li><li>- Viewability: 140 degrees horizontal &amp; 70 degrees vertical</li><li>- Graphic Capability: Text, Animations, Video Clips and Photos</li><li>- Display Dimming: 100 levels - Video Frame Rate: 60 Frames per second</li><li>- Average LED Life: 100,000 hours</li><li>- LED Cabinet Construction: Extruded Aluminum</li><li>- Weatherproofing, Front &amp; Rear: IP65 &amp; IP54 - Manufacturing Quality Standard: ISO 9001</li><li>- Compliance: FCC Part 15, ETL, UL 48n\Electrical Requirements: 120-volt, Max Amps: 14.4</li></ul>	
1	1' 8"x 7' 10" (HxW) Double Sided Identification Cabinet <ul style="list-style-type: none"><li>- 20" Deep, All Aluminum - Unitized, High-strength and All-welded Cabinet Frame</li><li>- Energy Saving Internal LED Illumination with Day-Night Light Sensor</li><li>- Unbreakable Solar Grade Polycarbonate Faces</li><li>- Digital Graphics on 3M Vinyl Applied to Inside Surface to Prevent Fading, Scratching or Marring"</li></ul>	
1	Dual Pole Mount with Aluminum C-Wrap for Pedestal Appearance <ul style="list-style-type: none"><li>- Overall Sign Height up to 8' 0", Leg Width: 2' 4"</li><li>- Entire Sign Engineered for 125mph Wind Load</li></ul>	
1	Remote Diagnostics & Sign Communication Via Cell Data Modem with Life-of-Sign Prepaid Data Service for LED Displays with up to 50,000 pixels. M.E. Cloud, Cloud Based Software Included	
1	Installation Included per Signs Plus Installation Agreement (Form SIA-0422.2)	
1	Freight Included	
Prices are valid for 30 days. Unless otherwise noted in Special Instructions freight & applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order.		<b>Total Investment: \$26,990.00</b>

## Terms

- Authorized purchase order accepted with order. Payment of total invoice amount is due 10 days from the sign(s) ship date.

*Unless otherwise indicated in the buyer approved sign installation agreement, Form SIA-0422.2, sign permits, footers, sign erection, electrical service, electrical connection and planters or other decorative masonry or other structures are the responsibilities of the buyer. All signs subject to zoning and code per city/county. Signs Plus furnishes engineered footer drawings when applicable. Buyer acknowledges and agrees that any cancellation may result in charges that exceed the deposit. In the event of payment default disruptions of the LED display operation may occur. The Buyer is responsible for all collection costs incurred by Signs Plus, including but not limited to court costs, filing fees and attorney fees. All legal proceedings will be in Sarasota County, Florida. A 2% convenience fee applies to all credit card transactions.*

## Special Instructions

**\*\*Installation & Freight Included\*\***

**\*\*Installation based on using existing concrete footer\*\***

LED & ID Warranty - Refer to Signs Plus Warranty for Complete Details

- Limited Lifetime Warranty on Material & Workmanship on Entire Sign.

- Lifetime Replacement of Makrolon Faces due to Breakage by Vandalism.

- 10 Year Parts & 5 Year Labor Warranty on ID Cabinet LED Illumination.

- 5 Year LED manufacturer's advanced replacement parts warranty with Lifetime Technical Support.

- Lifetime FREE software training and support.

- 10 year parts availability guarantee.

Sign Installation Included per Buyer approved Signs Plus Installation Form SIA-1020-6

Approval / Authorization

I have read and fully understand the contents of this document and I agree to the stated terms and conditions.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Customer:	Ship Sign To:	Invoice To:
Smyrna Primary School 200 Walnut Street Smyrna, TN 37167  Attention: Ms. Emily Dauerer	Smyrna Primary School 200 Walnut Street Smyrna, TN 37167  Attention: Ms. Emily Dauerer	Smyrna Primary School 200 Walnut Street Smyrna, TN 37167  Attention: Ms. Emily Dauerer

# INFINITE IMPRESSIONS

Infinity-GS is a high bright, monochrome, LED display with all-weather performance. Its design, efficiency, and advanced features all work to increase visibility and create lasting value.



INFINITY-GS: 20mm pixel pitch (3'-7" h x 6'-3" w)



## INFINITY-GS

### OUTDOOR LED DISPLAY TECHNOLOGY



#### ±8,000 NITS HIGH BRIGHTNESS

x16 Brighter than an LCD TV<sup>1</sup>. View in full daylight and dimmable at night.

<sup>1</sup>Based on LCD TV avg. 500 Nits.

#### 16-25MM

##### PIXEL PITCH OPTIONS

IP65 discrete pixel tiles, ±100,000<sup>2</sup> hours lifetime, 65,536 shades of gray.

<sup>2</sup>Approximate



#### IP65 FRONT/IP54 REAR ALL-WEATHER TESTED

UV, salt-mist, vibration, ±temperature, voltage, and x2 waterproof tested.



#### 140° HORIZONTAL VIEWING ANGLE

View the display easily from wide angles creating greater visual impact.



#### DIAGNOSTIC UTILITY<sup>3</sup>

Display, power, data, tile, and pixel<sup>4</sup> health alerts sent by email or online on demand.

<sup>3</sup>Additional fee. Internet service required. <sup>4</sup>Optional.



#### 60 FPS VIDEO PLAYBACK

Smooth full motion video playback.



#### CONNECTIVITY

Network with, Ethernet, wireless<sup>4</sup>, WiFi<sup>4</sup>, Fiber Optic<sup>4</sup>, or cellular<sup>4</sup> technology.

<sup>4</sup>Optional



#### FRONT/REAR SERVICEABLE

Two service options allow for fast, easy maintenance.



#### CLOUD-BASED SOFTWARE<sup>5</sup>

Control, network, and diagnose displays from anywhere.

<sup>5</sup>Optional. Internet service required.



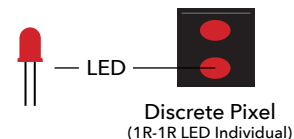
#### 5 YEAR WARRANTY<sup>6</sup>

5-Year parts and in-factory labor. 10-Year parts availability.

<sup>6</sup>Standard warranty.

# INFINITY-GS

## OUTDOOR LED DISPLAY TECHNOLOGY



### Display

Pixels (mm)	Brightness (Nits)	Tile Matrix (HxV)
16	8,000*	15x15
20	5,000*	12x12
25	4,500*	8x16

LED Color ● Red; ● Amber

Color 65,536 Shades

Viewable Angle 140° Horizontal; 70° Vertical

Contrast Enhancement Louver w/ Black Textured Mask

Dimming 100 Levels

Average LED Lifetime ±100,000\* Hours

Color Processing 16-Bit Grayscale

### Graphic & Video Support

Display Capability Video, Graphic, Text

Video Frame Rate 60 FPS

Refresh Rate ±1920 Hz (Adjustable)

### Communication

Communication Ethernet, WiFi\*, Wireless\*, Fiber Optic\*, Cellular\*

### Signal

Redundant Data<sup>1</sup>, Power<sup>2</sup>

<sup>1</sup>Independent data connections. No daisy chain effect. Dual data signals. <sup>2</sup>Optional. For details, contact your Optec dealer or sales consultant.

### Enclosure

Cabinet Design Options (See available configurations chart for details.)

Modular; Traditional; Front Vent\*

Modular; Traditional; Front Vent\*

Modular; Traditional; Front Vent\*

\*Maximum 7ft. high cabinet size.

\*Optional

Cabinet Construction Aluminum

Cabinet Ventilation Front\* or Rear

\*Optional. Select sizes (see cabinet design options above). Maximum 7ft. high cabinet size.

Waterproofing (Front/Rear) IP65/IP54

Manufacturing Quality Standard ISO 9001

### Electrical & Operating Requirements

AC Power 110/208/240VAC 60Hz.

Operating Temp. / Humidity ± -20°~140°F / ±10~90%

### Diagnostics\*

Remote / Email Display, Power, Data, Tile, Pixel\*\*

\*\*Additional fee. Internet service required. \*Optional.

### Software

PC / Cloud-Based ViViD; M.E. Pro Plus\*; CNET 1.0\*; DNET 3.0\*

\*Optional

### Limited Warranty & Service

Warranty 5-Year Parts & In-Factory Labor\*

\*Standard warranty.

### Certifications

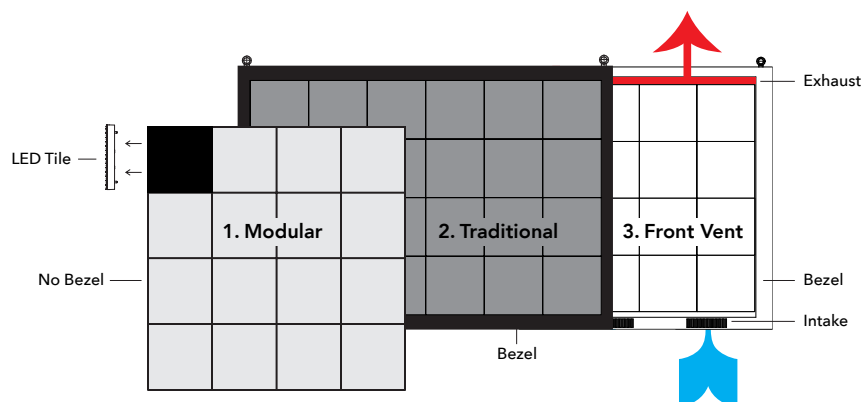
Hardware



\*FCC Part 15 - Class A compliant. For certification details, contact your Optec dealer or sales consultant.

## 3 CABINET DESIGNS

INF-GS features three cabinet designs. Our modular (1.) outdoor products feature more pixels (higher resolution) than the traditional (2.) bezeled cabinets. They also allow for greater flexibility and larger scale design possibilities. Finally, the front vent (3.) cabinet is engineered for select outdoor installations with rear ventilation limitations.

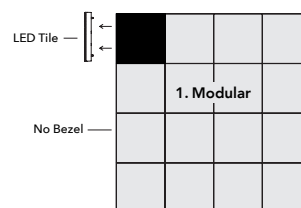


# INFINITY-GS

## OUTDOOR LED DISPLAY TECHNOLOGY

### Available Modular Configurations

Modular cabinets are combined like "Lego" blocks to form a complete sign. The cabinets ship ready to install and feature continuous angle iron built to specification.



#### Display

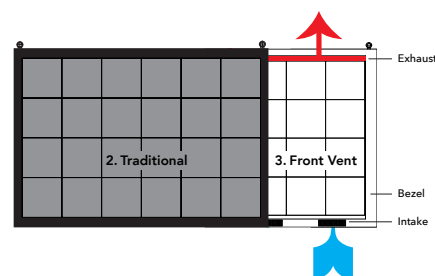
Pixels (mm)	Brightness (Nits)	Tile Matrix (HxW)	Module Resolution Pixels (HxW)		Cabinet Size (Inch) (HxW)		Cabinet Depth (Inch) (D)	Cabinet Weight (lbs)	Cabinet Power Max. (Watt)
16	8,000*	15x15	45	45	28.35	28.35	6.7	60*	182 (2R)
			45	60	28.35	37.80			148 (2A)
			60	45	37.80	28.35		80*	252 (2R)
			60	60	37.80	37.80		106*	208 (2A)
20	5,000*	12x12	36	36	28.35	28.35	6.7	60*	326 (2R)
			36	48	28.35	37.80			267 (2A)
			48	36	37.80	28.35		80*	120 (2R)
			48	48	37.80	37.80		106*	99 (2A)
25	4,500*	8x16	24	32	23.06	31.5	6.7	77*	169 (2R)
			24	48	23.6	47.24		115*	142 (2A)
			32	32	31.5	31.5		103*	216 (2R)
			32	48	31.5	47.24		154*	135 (2A)

\*± 5%.

R = Red, A = Amber; \*±10%

### Available Traditional & Front Vent\* Configurations

Traditional and Front Vent (FV)\* cabinets are built to specification. For cabinet size, weight, and total resolution, please contact your Optec dealer or sales consultant.



#### Display

Pixels (mm)	Brightness (Nits)	Tile Matrix (HxW)	Character (H) Min. (Inch)	Cabinet Size/Weight (Inch) (lbs)		Cabinet Depth (Inch) (D)	Power Max. (Watt)
16	8,000*	15x15	4.41	Custom		7.87	0.089
20	5,000*	12x12	5.5	Custom		7.87	0.092
25	4,500*	8x16	6.88	Custom		7.87	0.133

\*± 5%.

\*Maximum 7ft. high cabinet size.



Worldwide Headquarters  
1700 S. De Soto Place, Ontario, CA 91761 USA  
Phone: +1.800.876.1668 Fax: +1.626.369.7858  
[www.optec.com](http://www.optec.com)

## **Rutherford County Schools**

### **Application for Campus Construction Project**

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

1. School Name – **Blackman High School**

2. Principal – **Justin Smith**

3. Project Name – **Baseball Turf Project**

4. Assistant Principal who is overseeing the project – **Scott Lawless**

5. Does project support recreational sports, athletics or education? **Athletics**

6. Does this project meet all gender equity criteria? **Yes**

7. What department is this project being constructed for? (I.E. Baseball, softball, band, FFA, etc.)  
**Baseball**

8. What is the anticipated cost for this project (this should include all utility connection fees, building permits, inspection, and construction). Attach and submit a detailed estimate.

**See attached**

9. What is the funding source and are funds currently available: (Grant, Booster Club, etc.)List all sources. **Baseball account. Funds are available to pay the full cost.**

10. If a grant or funded by a foundation/donor/ charitable organization, what is the foundations name? **N/A**

Do construction plans meet criteria for funding? **N/A**

11. If funded by a local financial institution, has the loan been approved and who is the guarantor for loan. **N/A – No loan is needed.**

12. Do you have a site layout showing where this project will be constructed on campus?

**Artificial turf will be placed on the pitcher's mound and the batters' circle areas.**

13. Has RCS Engineering & Construction reviewed project location? Are there any conflicts in utilities or easements? **A review is needed by RCS Engineering and Construction.**

14. Has MTEMC, CUD, MWSD or other local utilities been contacted for service connection if required? **No utility connection is needed.**

15. Are plans drawn and stamped by Architect/ Engineer? **N/A**

16. Have plans been submitted to Rutherford County Codes or Murfreesboro City Building Codes Offices for review and/or approval. (LaVergne City Codes, Smyrna City Codes, Murfreesboro City Codes). **No. Please inform if next steps are required.**

17. What is your timeline for completion of project? When will it start and when will it be completed? **As soon as possible.**

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

19. Do you have a contractor for constructing/completing the project? What is the name of Contractor? If no, who will be overseeing the project from the community and who will be doing the work? **STS Distribution is the low bid for the project. They would be the selection if approved.**

**STS Distribution, LLC**  
606 St. Blaise Rd  
Gallatin, TN 37066  
+1 6158667082  
pick@sportsturfconstruction.com



**STS**  
DISTRIBUTION

**ADDRESS**

Blackman High School  
Baseball  
3955 Blaze Drive  
Murfreesboro, TN 37128

**SHIP TO**

Blackman High School  
Baseball  
3955 Blaze Drive  
Murfreesboro, TN 37128

**Estimate 4281**

**DATE 06/17/2024**

**QTY DESCRIPTION**

**RATE**

**AMOUNT**

1 Materials and labor to install 26' diameter home plate artificial turf  
\*remove 4" of clay (dispose on site)  
\*install plastic 2x2 borders  
\*install stone/grade/compact  
\*install home plate  
\*install artificial turf  
\*install batters boxes/foul lines/catchers box  
\*tape and glue seams  
\*attach turf to 2x2 border  
\*install crumb rubber and sand/brush in  
\*sod around disturbed area as needed  
\*clean up

13,360.00

13,360.00

3 Add rubber mats in 2 batters boxes and catchers box

425.00

1,275.00

1 Materials and labor to install artificial turf on Pitcher's mound at Blackman HS  
\*remove clay mound (dispose on site)  
\*install plastic 2x2 borders  
\*install stone/shape mound and compact  
\*install 4 sided pitching rubber  
\*install artificial turf  
\*tape and glue seams  
\*attach turf to 2x2 border  
\*install crumb rubber and sand/brush in  
\*sod around disturbed area as needed  
\*clean up

11,625.00

11,625.00

1 Add rubber mats in pitcher's mound landing area to help protect stone base.

625.00

625.00

**SUBTOTAL**

26,885.00

**TAX**

0.00

**TOTAL**

**\$26,885.00**

It is our policy to maintain a copy of all tax exemption certificates. If we do not have a properly executed certificate, we are obligated to collect

Game Time Sports Fields, LLC  
PO Box 933  
Columbia, TN 38402  
gametimesportsfields@gmail.com

Estimate 1352



ADDRESS	SHIP TO	DATE	TOTAL
Blackman High School	Blackman High School	06/18/2024	\$30,750.00

DESCRIPTION	QTY	RATE	AMOUNT
Provide materials and labor for an artificial turf 26' diameter home plate circle. Remove existing clay circle up to 4 inches, install sub surface of rock, install new home plate, Install rubber mats in boxes catchers box to protect base, install turf with lines included. glue together seems and nail in edges. Install sand and chrome rubber. Resod any disturbed areas and clean up any leftover debris. *all removed material will be dumped on site.	1	16,750.00	16,750.00
Provide materials and labor for game mound. Remove clay, install border, install base stone and shape mound, compact stone, install 4 sided rubber, install rubber mater to protect stone base, install turf, glue seams and nail turf to border. Install chrome rubber and sand. Resod any disturbed areas and clean up any left over debris. *all removed material will be dumped on site.	1	14,000.00	14,000.00

SUBTOTAL	30,750.00
TAX	0.00
TOTAL	\$30,750.00

THANK YOU.

**LINE TO LINE**

# QUOTE

## Line to Line LLC

**LINE TO LINE**

1309 Mainsail Drive, Columbia, Tennessee 38401 • Phone 931.380.0023 • Fax 931.380.0145

Sales Rep.: HouseDate: June 19, 2024Customer: Blackman High SchoolShip To: SAME3956 Blaze DrLocation: Murfreesboro, TN 37128

Phone Number: \_\_\_\_\_

Contact Name: Brad Frasier

Fax Number: \_\_\_\_\_

Email: [frasierb@rcschools.net](mailto:frasierb@rcschools.net)

Product Description	Quantity	Unit Price	Total Cost
			-
Labor/Materials	1	\$29,735.70	\$ 29,735.70
			-
Provide materials and labor(install) for a 26' turf homeplate. Complete with with rock base, borders and all lines to be included. Finish with crumbr rubber and sand to finish.			-
			-
			-
			-
Provide materials and labor(install) for a turf mound. Complete with with rock base, borders and all lines to be included. Finish with crumbr rubber and sand to finish.			-
			-
			-
			-
			-
			-
			-
			-
			-
Tax			
***** Quotes are valid for 30 days from the above date		TOTAL	\$ 29,735.70