



**Morgan County Schools Monthly Workshop Meeting
May 4, 2021 6:00 PM
Morgan County Schools - Central Office**

1. **Prayer**
2. **Pledge**
3. **Good News**
4. **Graduation**
5. **Audience Participation**
6. **MCEA**
7. **Add Agenda Items**
8. **Approval of Agenda**
9. **Approval of minutes from April 1, 2021**
10. **Consent Agenda**
 - A. Next regular Workshop/ Board Meeting - June 21, 2021, 6 pm
11. **Permission for Oakdale Jr. Beta to attend National Conference in Orlando, FL on June 29-July 2.**
12. **Permission for Oakdale High School Beta Club to attend National Convention in Orlando, FL June 24-June 29.**
13. **Food Services Request Permission to Renew Contract with Mayfield Dairy for Milk and Ice Cream**
14. **Food Services Request to Award Bids Submitted by the East Tennessee Buying Group to the Following: IWC for Food and Non Food and TNT Produce for Produce**
15. **Request to Award Bid to Garrett and Sons Flooring to Remove Carpet and Lay Vinyl Tile at Sunbrigh School.**

16. **Request to Award Bid to Charlie's Aluminum and Glass Products for Awing at Central High, Coalfield and Oakdale Schools**
17. **Request to Award Bid to MBM Heating and Air to install HVAC System in Coalfield Auxiliary Gym.**
18. **Budget Amendments**
19. **School Board Policy First Reading**
20. **School Board Policies Second Reading**
21. **Director's Announcements**
22. **Adjourn**

Coordinated School Health/Family Resource/Safety

Applied for a \$20,000 Governor's Civic Seal Grant to provide some Family related literacy activities for all 4th & 5th grade families. Recipients will be notified by the end of the month.

ETHRA has agreed to put in a new water filtration station at each of the schools.

All Principals and SROS have completed their new School Security Assessment Training and will be evaluating their buildings for safety needs this summer.

Finished April's Staff Wellness Challenge which included 30 minutes of physical activity, one act of kindness, and eliminating an unhealthy food choice each day.

Coalfield

Good News for Coalfield: We completed TCAP testing. This was certainly a juggling act with remote learners etc..... However, our staff did a great job of being flexible and helping however needed.

PJ

3 PJ teachers recently received a UCOR STEM grant. PreK---Margie Branstetter *Float It, Sink It!*, 4th grade Kelli Harvey, *Gardening 101*, 5th Grade Melissa Poland, *Let's Put Our Learning in Motion*.

We are so excited for these classes and can't wait to see the results from these projects. We are so grateful for these teachers as they have fully embraced STEM teaching and learn



**Morgan County Schools Regular Monthly Board Meeting
April 1, 2021 6:00 PM
Morgan County Schools - Central Office**

MEMBERS PRESENT: Attendance Taken at 5:38 PM. Tammy Howard: Present, Ben Jackson: Present, Michael Ledbetter: Present, Wade Summers: Present, Mickey Tucker: Present, Billy Ward: Present.

1. Chairman - Call To Order

2. Approval of Agenda

On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to approve the agenda. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

3. Approval of minutes from March 2, 2021 meeting

On a motion by Michael Ledbetter and seconded by Billy Ward the Board voted to approve the minutes from the March 2, 2021 meeting. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

4. Consent Agenda

On a motion by Mickey Tucker and seconded by Michael Ledbetter the Board voted to approve the consent agenda as presented.. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

A. Next regular Workshop/Board Meeting - May 4, 2021 6pm, Central Office

5. Maintenance Bids

On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to accept bids for various maintenance projects that would be paid through the ESSER 2.0 budget. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

6. Permission to Surplus Technology Equipment

On a motion by Billy Ward and seconded by Tammy Howard the Board voted to approve the list of Technology Equipment as presented for surplus. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

7. \$300 Cost to Repair Sign at Petros Joyner School



**Morgan County Schools Regular Monthly Board Meeting
April 1, 2021 6:00 PM
Morgan County Schools - Central Office**

On a motion by Mickey Tucker and seconded by Billy Ward the Board voted to pay additional cost of \$300 to repair the sign at Petros Joyner School. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

8. Budget Amendments

On a motion by Michael Ledbetter and seconded by Billy Ward the Board voted to approve budget amendment 44 - 57. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

9. School Board Policy - First Reading

On a motion by Billy Ward and seconded by Mickey Tucker the Board voted to approve changes to the following board policies; 5.305 Family and Medical Leave, 5.302 Sick Leave, 5.303 Personal and Professional Leave, Long-Term Leaves of Absences for Professional Personnel, 5.701 Substitute Teachers, 5.202 Separation Practices for Non-Certified Employees and 5.204 Recommendations and File Transfers and 5612 Faculty and Staff Dress Code on the first reading on the first reading. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

10. School Board Policy - Second Reading

On a motion by Michael Ledbetter and seconded by Billy Ward the Board voted to approve School Board Policies 4.201 Basic Program, 4.606 Graduation Activities, 4.502 Parent/Family Engagement, 4.600 Grading System, 4.209 Alternative Credit Options, 4.603 Promotion and Retention on the second reading. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
Yea: 6, Nay: 0

11. Adjourn



QUOTE

Garrett & Sons Flooring

DATE

TO Sunbright School

04/12/2021

Tarkett color 1310 White/ Blue VCT Base is Tarkett Color #18 Navy Blue

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Matthew Garrett		Quote	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
526 Boxes VCT	Sunbright Elementary	170.00Bx	89420.00
34 Boxes	Vinyl Base	240.00Bx	8160.00
		Total	97580.00
481 Boxes VCT	Sunbright Middle & High School	170.00Bx	81770.00
25 Boxes	Vinyl Base	240.00bx	6000.00
		Total	87770.00
67 Boxes VCT	Sunbright Library	170.00Bx	11390.00
3 Boxes	Vinyl Base	240.00bx	720.00
		Total	12110.00
33 Boxes VCT	Sunbright Office & Guidance226	170.00Bx	5610.00
4 boxes	Vinyl Base	240.00bx	960.00
		Total	6570.00
76 Boxes VCT	Sunbright Band rooms 247&246	170.00Bx	12920.00
3 Boxes	Vinyl Base	240.00bx	720.00
		Total	13640.00

Grand Total 217,670.00

Charlie's Aluminum and Glass Products

2819 Roane State Hwy.

Harriman, TN 37748

Contact: Daniel Beaubien

865-607-0733

Proposal # 1

Central High School Project:

- 1- 18' x 8' cover**
- 1- 47' x 5' walkway**
- 1- 38' x 5' walkway**
- 1- 20' x 24' carport cover**

Bronze Finish on facing and post with white pans

Installed price: \$24,000

Quote Good for 30 Days only

Charlie's Aluminum and Glass Products

2819 Roane State Hwy.

Harriman, TN 37748

Contact: Daniel Beaubien

865-607-0733

Proposal # 2

Coalfield School Project:

1- 10' x 34' cover

10 Posts

Bronze Finish on facing and post with white pans

Installed price: \$6,700

Quote Good for 30 Days only

Charlie's Aluminum and Glass Products

2819 Roane State Hwy.

Harriman, TN 37748

Contact: Daniel Beaubien

865-607-0733

Proposal # 3

Oakdale School Project:

1- 20' x 42' 6" x 39' cover w/3 support beams

1- 10' x 22' Free Standing Carport

1- 35' x 5' Walkway

Bronze Finish on facing and post with white pans

Installed price: \$28,000

Quote Good for 30 Days only

MBM Heating and Air Conditioning Services

305 Old Hwy 27 Wartburg, TN 37887

865-771-2620/423-346-2626

Reagan Williams

May 4, 2021

Morgan County Board of Education
136 Flat Fork Rd
Wartburg, TN 37887

****BID NOTICE****

Coalfield Auxiliary Gym HVAC

We will install a *15 ton American Standard Gas Heat/Electric Air* Conditioner package unit. This bid will also include all duct work, Honeywell T6 Thermostat. wiring, gas line, and labor to make this system fully functioning.

Total Estimated Amount
\$68,755.31

Thank you for allowing me the opportunity to bid on this project.

Reagan Williams
MBM Heating and Air

MORGAN COUNTY BOARD OF EDUCATION
IDEA Part B - Exploration Grant
April 12, 2021
BUDGET AMENDMENT
#58

DEBIT

142-71200-116-891	TEACHERS	5,000.00
142-71200-198-891	NON-CERTIFIED SUBSTITUTE TEACHERS	500.00
142-71200-399-891	OTHER CONTRACTED SERVICES	1,500.00
142-72220-429-891	INSTRUCTIONAL SUPPLIES	<u>3,000.00</u>
	TOTAL	10,000.00

CREDIT

142-47143-891	EDUC OF THE HANDICAPPED ACT (IDEA)	<u>10,000.00</u>
	TOTAL	10,000.00

Explanation: To move money to correct account

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
Family Resource General Purpose
August 31, 2015
BUDGET AMENDMENT
#1

DEBIT

141-73300-163	EDUCATIONAL ASSISTANTS	23,000.00
141-73300-201	SOCIAL SECURITY	1,500.00
141-73300-204	STATE RETIREMENT	1,500.00
141-73300-206	LIFE INSURANCE	50.00
141-73300-207	MEDICAL INSURANCE	2,500.00
141-73300-208	DENTAL INSURANCE	65.00
141-73300-212	EMPLOYER MEDICARE	500.00
141-73300-355	TRAVEL	6,000.00
141-73300-399	OTHER CONTRACTED SERVICES	1,000.00
141-73300-429	INSTRUCTIONAL SUPPLIES	5,435.00
141-73300-499	OTHER SUPPLIES AND MATERIALS	4,465.00
141-73300-599	OTHER CHARGES	3,985.00
	TOTAL	50,000.00

CREDIT

141-72130-189	OTHER SALARIES & WAGES	25,000.00
141-72130-201	SOCIAL SECURITY	1,500.00
141-72130-204	STATE RETIREMENT	1,500.00
141-72130-206	LIFE INSURANCE	50.00
141-72130-207	MEDICAL INSURANCE	1,000.00
141-72130-355	TRAVEL	7,000.00
141-72130-499	OTHER SUPPLIES AND MATERIALS	8,000.00
141-72130-599	OTHER CHARGES	5,950.00
	TOTAL	50,000.00

Explanation: State required budget to be moved FROM to Support Services/Other Student support

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 COORDINATED SCHOOL HEALTH
 August 31, 2015
 BUDGET AMENDMENT
 #2

DEBIT

141-72120-189-CSH	OTHER SALARIES & WAGES	68,000.00
141-72120-161-CSH	SECRETARY(S)	25,700.00
141-72120-429-CSH	INSTRUCTIONAL SUPPLIES	300.00
	TOTAL	94,000.00

CREDIT

141-72120-105-CSH	SUPERVISOR/DIRECTOR	68,000.00
141-72120-162-CSH	CLERICAL PERSONNEL	25,000.00
141-72120-499-CSH	OTHER SUPPLIES AND MATERIALS	1,000.00
	TOTAL	94,000.00

Explanation: State Line item numbers were different.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE SPECIAL EDUCATION
 August 27, 2015
 BUDGET AMENDMENT
 #3

DEBIT

141-46990	OTHER STATE REVENUES		17,619.97
		TOTAL	17,619.97

CREDIT

141-71200-116	TEACHERS		10,900.00
141-71200-201	SOCIAL SECURITY		680.00
141-71200-212	EMPLOYER MEDICARE		160.00
141-71200-204	STATE RETIREMENT		985.00
141-71200-163	EDUCATIONAL ASSISTANTS		4,894.97
		TOTAL	17,619.97

Explanation: To Transfer Stellar Revenue

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PART B
 September 2, 2015
 BUDGET AMENDMENT
 #4

DEBIT

142-47143-901	EDUC OF THE HANDICAPPED ACT (IDEA)	108,127.71
	TOTAL	108,127.71

CREDIT

142-71200-163-901	EDUCATIONAL ASSISTANTS	50,000.00
142-71200-201-901	SOCIAL SECURITY	3,100.00
142-71200-204-901	STATE RETIREMENT	3,850.00
142-71200-212-901	EMPLOYER MEDICARE	725.00
142-71200-399-901	OTHER CONTRACTED SERVICES	25,000.00
142-72220-399-901	OTHER CONTRACTED SERVICES	25,452.71
	TOTAL	108,127.71

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PRE-SCHOOL
 September 2, 2015
 BUDGET AMENDMENT
 #5

DEBIT

142-47145-911	SPECIAL EDUC PRESCHOOL GRANTS (IDEA	12,722.49
142-72220-399-911	OTHER CONTRACTED SERVICES	6,463.51
	TOTAL	19,186.00

CREDIT

142-71200-163-911	EDUCATIONAL ASSISTANTS	8,344.00
142-71200-201-911	SOCIAL SECURITY	530.00
142-71200-212-911	EMPLOYER MEDICARE	125.00
142-72220-189-911	OTHER SALARIES & WAGES	8,600.00
142-72220-201-911	SOCIAL SECURITY	534.00
142-72220-204-911	STATE RETIREMENT	778.00
142-72220-210-911	UNEMPLOYMENT COMPENSATION	150.00
142-72220-212-911	EMPLOYER MEDICARE	125.00
	TOTAL	19,186.00

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #6

DEBIT

141-72620-499	OTHER SUPPLIES AND MATERIALS	7,000.00
141-72620-717	MAINTENANCE EQUIPMENT	2,342.00
	TOTAL	9,342.00

CREDIT

141-72620-105	SUPERVISOR/DIRECTOR	8,000.00
141-72620-201	SOCIAL SECURITY	500.00
141-72620-204	STATE RETIREMENT	722.00
141-72620-212	EMPLOYER MEDICARE	120.00
	TOTAL	9,342.00

Explanation: To cover the cost of a raise for the Supervisor of Maintenance.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #7

DEBIT

141-72710-425	GASOLINE		9,342.00
		TOTAL	9,342.00

CREDIT

141-72710-105	SUPERVISOR/DIRECTOR		8,000.00
141-72710-201	SOCIAL SECURITY		500.00
141-72710-204	STATE RETIREMENT		722.00
141-72710-212	EMPLOYER MEDICARE		120.00
		TOTAL	9,342.00

Explanation: To over the cost of a raise for the Supervisor of Transportation.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION

Federal TAP Grant

September 29, 2015

BUDGET AMENDMENT

#8

DEBIT

142-47990-962	OTHER DIRECT FEDERAL REVENUE	316,570.00
	TOTAL	<u>316,570.00</u>

CREDIT

142-71100-116-962	TEACHERS	140,500.00
142-71100-188-962	BONUS PAYMENTS	68,250.00
142-71100-195-962	CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-198-962	NON-CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-201-962	SOCIAL SECURITY	13,082.00
142-71100-204-962	STATE RETIREMENT	19,075.00
142-71100-206-962	LIFE INSURANCE	70.00
142-71100-207-962	MEDICAL INSURANCE	21,564.00
142-71100-208-962	DENTAL INSURANCE	468.00
142-71100-210-962	UNEMPLOYMENT COMPENSATION	900.00
142-71100-212-962	EMPLOYER MEDICARE	2,499.00
142-72210-355-962	TRAVEL	21,960.00
142-72210-399-962	OTHER CONTRACTED SERVICES	9,750.00
142-72210-599-962	OTHER CHARGES	8,000.00
142-72410-188-962	BONUS PAYMENTS	7,000.00
142-72410-201-962	SOCIAL SECURITY	435.00
142-72410-204-962	STATE RETIREMENT	665.00
142-72410-212-962	EMPLOYER MEDICARE	102.00
	TOTAL	<u>316,570.00</u>

Explanation: Federal TAP Grant for 2015-16 year.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE I FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #9

DEBIT

142-47141-101	ESEA TITLE I	83,431.67
142-72210-189-101-0650	OTHER SALARIES & WAGES	32,523.00
142-72210-201-101-0650	SOCIAL SECURITY	2,015.54
142-72210-206-101-0650	LIFE INSURANCE	25.00
142-72210-207-101-0650	MEDICAL INSURANCE	9,391.45
142-72210-212-101-0650	EMPLOYER MEDICARE	817.00
	TOTAL	128,203.66

CREDIT

142-71100-116-101-0650	TEACHERS	8,200.00
142-71100-201-101-0650	SOCIAL SECURITY	610.00
142-71100-204-101-0650	STATE RETIREMENT	842.00
142-71100-212-101-0650	EMPLOYER MEDICARE	221.00
142-71100-399-101-0650	OTHER CONTRACTED SERVICES	30,000.00
142-71100-722-101-0650	REGULAR INSTRUCTION EQUIPMENT	70,182.66
142-72210-399-101-0650	OTHER CONTRACTED SERVICES	17,400.00
142-72210-208-101-0650	DENTAL INSURANCE	748.00
	TOTAL	128,203.66

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE II FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #10

DEBIT

142-47189-201	TITLE II	38,375.16
142-72210-189-201	OTHER SALARIES & WAGES	10,841.00
142-72210-201-201	SOCIAL SECURITY	263.00
142-72210-207-201	MEDICAL INSURANCE	3,125.00
142-72210-208-201	DENTAL INSURANCE	62.00
142-72210-524-201	IN SERVICE/STAFF DEVELOPMENT	15,718.72
	TOTAL	68,384.88

CREDIT

142-72210-195-201	CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-198-201	NON-CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-204-201	STATE RETIREMENT	1,173.00
142-72210-206-201	LIFE INSURANCE	9.00
142-72210-212-201	EMPLOYER MEDICARE	15.00
142-72210-355-201	TRAVEL	50,187.88
142-72210-399-201	OTHER CONTRACTED SERVICES	15,000.00
	TOTAL	68,384.88

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 SAVE THE CHILDREN PROGRAM
 September 23, 2015
 BUDGET AMENDMENT
 #11

DEBIT

141-44990-SCJH	OTHER LOCAL REVENUES		3,120.00
		TOTAL	3,120.00

CREDIT

141-73400-116-SCJH	TEACHERS		2,643.00
141-73400-201-SCJH	SOCIAL SECURITY		200.00
141-73400-204-SCJH	STATE RETIREMENT		232.00
141-73400-212-SCJH	EMPLOYER MEDICARE		45.00
		TOTAL	3,120.00

Explanation: Save the Children has started a new after school counseling program (Journey of Hope).

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 CONSOLIDATED ADMINISTRATION FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #142

DEBIT

142-47141-011	ESEA TITLE I		6,820.00
		TOTAL	6,820.00

CREDIT

142-72210-105-011-0650	SUPERVISOR/DIRECTOR		3,145.00
142-72210-201-011-0650	SOCIAL SECURITY		200.00
142-72210-204-011-0650	STATE RETIREMENT		275.00
142-72210-212-011-0650	EMPLOYER MEDICARE		50.00
142-72210-307-011-0650	COMMUNICATION		150.00
142-72210-790-011-0650	OTHER EQUIPMENT		3,000.00
		TOTAL	6,820.00

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE VI FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #13

DEBIT

142-47148-601	RURAL EDUCATION		5,751.67
		TOTAL	5,751.67

CREDIT

142-71100-722-601	REGULAR INSTRUCTION EQUIPMENT		5,751.67
		TOTAL	5,751.67

Explanation: To show new revenue and allocated funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
IDEA Part B - Exploration Grant
April 12, 2021
BUDGET AMENDMENT
#59

DEBIT

142-47143-893	EDUC OF THE HANDICAPPED ACT (IDEA)	10,000.00
	TOTAL	<u>10,000.00</u>

CREDIT

142-71200-116-893	TEACHERS	5,000.00
142-71200-198-893	NON-CERTIFIED SUBSTITUTE TEACHERS	500.00
142-71200-399-893	OTHER CONTRACTED SERVICES	1,500.00
142-72220-429-893	INSTRUCTIONAL SUPPLIES	<u>3,000.00</u>
	TOTAL	10,000.00

Explanation: To add Grant money to the budget

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 Family Resource General Purpose
 August 31, 2015
 BUDGET AMENDMENT
 #1

DEBIT

141-73300-163	EDUCATIONAL ASSISTANTS	23,000.00
141-73300-201	SOCIAL SECURITY	1,500.00
141-73300-204	STATE RETIREMENT	1,500.00
141-73300-206	LIFE INSURANCE	50.00
141-73300-207	MEDICAL INSURANCE	2,500.00
141-73300-208	DENTAL INSURANCE	65.00
141-73300-212	EMPLOYER MEDICARE	500.00
141-73300-355	TRAVEL	6,000.00
141-73300-399	OTHER CONTRACTED SERVICES	1,000.00
141-73300-429	INSTRUCTIONAL SUPPLIES	5,435.00
141-73300-499	OTHER SUPPLIES AND MATERIALS	4,465.00
141-73300-599	OTHER CHARGES	3,985.00
	TOTAL	50,000.00

CREDIT

141-72130-189	OTHER SALARIES & WAGES	25,000.00
141-72130-201	SOCIAL SECURITY	1,500.00
141-72130-204	STATE RETIREMENT	1,500.00
141-72130-206	LIFE INSURANCE	50.00
141-72130-207	MEDICAL INSURANCE	1,000.00
141-72130-355	TRAVEL	7,000.00
141-72130-499	OTHER SUPPLIES AND MATERIALS	8,000.00
141-72130-599	OTHER CHARGES	5,950.00
	TOTAL	50,000.00

Explanation: State required budget to be moved FROM to Support Services/Other Student support

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 COORDINATED SCHOOL HEALTH
 August 31, 2015
 BUDGET AMENDMENT
 #2

DEBIT

141-72120-189-CSH	OTHER SALARIES & WAGES	68,000.00
141-72120-161-CSH	SECRETARY(S)	25,700.00
141-72120-429-CSH	INSTRUCTIONAL SUPPLIES	300.00
	TOTAL	94,000.00

CREDIT

141-72120-105-CSH	SUPERVISOR/DIRECTOR	68,000.00
141-72120-162-CSH	CLERICAL PERSONNEL	25,000.00
141-72120-499-CSH	OTHER SUPPLIES AND MATERIALS	1,000.00
	TOTAL	94,000.00

Explanation: State Line item numbers were different.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE SPECIAL EDUCATION
 August 27, 2015
 BUDGET AMENDMENT
 #3

DEBIT

141-46990	OTHER STATE REVENUES		17,619.97
		TOTAL	17,619.97

CREDIT

141-71200-116	TEACHERS		10,900.00
141-71200-201	SOCIAL SECURITY		680.00
141-71200-212	EMPLOYER MEDICARE		160.00
141-71200-204	STATE RETIREMENT		985.00
141-71200-163	EDUCATIONAL ASSISTANTS		4,894.97
		TOTAL	17,619.97

Explanation: To Transfer Stellar Revenue

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PART B
 September 2, 2015
 BUDGET AMENDMENT
 #4

DEBIT

142-47143-901	EDUC OF THE HANDICAPPED ACT (IDEA)	108,127.71
	TOTAL	108,127.71

CREDIT

142-71200-163-901	EDUCATIONAL ASSISTANTS	50,000.00
142-71200-201-901	SOCIAL SECURITY	3,100.00
142-71200-204-901	STATE RETIREMENT	3,850.00
142-71200-212-901	EMPLOYER MEDICARE	725.00
142-71200-399-901	OTHER CONTRACTED SERVICES	25,000.00
142-72220-399-901	OTHER CONTRACTED SERVICES	25,452.71
	TOTAL	108,127.71

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PRE-SCHOOL
 September 2, 2015
 BUDGET AMENDMENT
 #5

DEBIT

142-47145-911	SPECIAL EDUC PRESCHOOL GRANTS (IDEA	12,722.49
142-72220-399-911	OTHER CONTRACTED SERVICES	6,463.51
	TOTAL	19,186.00

CREDIT

142-71200-163-911	EDUCATIONAL ASSISTANTS	8,344.00
142-71200-201-911	SOCIAL SECURITY	530.00
142-71200-212-911	EMPLOYER MEDICARE	125.00
142-72220-189-911	OTHER SALARIES & WAGES	8,600.00
142-72220-201-911	SOCIAL SECURITY	534.00
142-72220-204-911	STATE RETIREMENT	778.00
142-72220-210-911	UNEMPLOYMENT COMPENSATION	150.00
142-72220-212-911	EMPLOYER MEDICARE	125.00
	TOTAL	19,186.00

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #6

DEBIT

141-72620-499	OTHER SUPPLIES AND MATERIALS	7,000.00
141-72620-717	MAINTENANCE EQUIPMENT	2,342.00
	TOTAL	9,342.00

CREDIT

141-72620-105	SUPERVISOR/DIRECTOR	8,000.00
141-72620-201	SOCIAL SECURITY	500.00
141-72620-204	STATE RETIREMENT	722.00
141-72620-212	EMPLOYER MEDICARE	120.00
	TOTAL	9,342.00

Explanation: To cover the cost of a raise for the Supervisor of Maintenance.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #7

DEBIT

141-72710-425	GASOLINE		9,342.00
		TOTAL	9,342.00

CREDIT

141-72710-105	SUPERVISOR/DIRECTOR		8,000.00
141-72710-201	SOCIAL SECURITY		500.00
141-72710-204	STATE RETIREMENT		722.00
141-72710-212	EMPLOYER MEDICARE		120.00
		TOTAL	9,342.00

Explanation: To over the cost of a raise for the Supervisor of Transportation.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION

Federal TAP Grant

September 29, 2015

BUDGET AMENDMENT

#8

DEBIT

142-47990-962	OTHER DIRECT FEDERAL REVENUE	316,570.00
	TOTAL	<u>316,570.00</u>

CREDIT

142-71100-116-962	TEACHERS	140,500.00
142-71100-188-962	BONUS PAYMENTS	68,250.00
142-71100-195-962	CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-198-962	NON-CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-201-962	SOCIAL SECURITY	13,082.00
142-71100-204-962	STATE RETIREMENT	19,075.00
142-71100-206-962	LIFE INSURANCE	70.00
142-71100-207-962	MEDICAL INSURANCE	21,564.00
142-71100-208-962	DENTAL INSURANCE	468.00
142-71100-210-962	UNEMPLOYMENT COMPENSATION	900.00
142-71100-212-962	EMPLOYER MEDICARE	2,499.00
142-72210-355-962	TRAVEL	21,960.00
142-72210-399-962	OTHER CONTRACTED SERVICES	9,750.00
142-72210-599-962	OTHER CHARGES	8,000.00
142-72410-188-962	BONUS PAYMENTS	7,000.00
142-72410-201-962	SOCIAL SECURITY	435.00
142-72410-204-962	STATE RETIREMENT	665.00
142-72410-212-962	EMPLOYER MEDICARE	102.00
	TOTAL	<u>316,570.00</u>

Explanation: Federal TAP Grant for 2015-16 year.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE I FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #9

DEBIT

142-47141-101	ESEA TITLE I	83,431.67
142-72210-189-101-0650	OTHER SALARIES & WAGES	32,523.00
142-72210-201-101-0650	SOCIAL SECURITY	2,015.54
142-72210-206-101-0650	LIFE INSURANCE	25.00
142-72210-207-101-0650	MEDICAL INSURANCE	9,391.45
142-72210-212-101-0650	EMPLOYER MEDICARE	817.00
	TOTAL	128,203.66

CREDIT

142-71100-116-101-0650	TEACHERS	8,200.00
142-71100-201-101-0650	SOCIAL SECURITY	610.00
142-71100-204-101-0650	STATE RETIREMENT	842.00
142-71100-212-101-0650	EMPLOYER MEDICARE	221.00
142-71100-399-101-0650	OTHER CONTRACTED SERVICES	30,000.00
142-71100-722-101-0650	REGULAR INSTRUCTION EQUIPMENT	70,182.66
142-72210-399-101-0650	OTHER CONTRACTED SERVICES	17,400.00
142-72210-208-101-0650	DENTAL INSURANCE	748.00
	TOTAL	128,203.66

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE II FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #10

DEBIT

142-47189-201	TITLE II	38,375.16
142-72210-189-201	OTHER SALARIES & WAGES	10,841.00
142-72210-201-201	SOCIAL SECURITY	263.00
142-72210-207-201	MEDICAL INSURANCE	3,125.00
142-72210-208-201	DENTAL INSURANCE	62.00
142-72210-524-201	IN SERVICE/STAFF DEVELOPMENT	15,718.72
	TOTAL	68,384.88

CREDIT

142-72210-195-201	CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-198-201	NON-CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-204-201	STATE RETIREMENT	1,173.00
142-72210-206-201	LIFE INSURANCE	9.00
142-72210-212-201	EMPLOYER MEDICARE	15.00
142-72210-355-201	TRAVEL	50,187.88
142-72210-399-201	OTHER CONTRACTED SERVICES	15,000.00
	TOTAL	68,384.88

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 SAVE THE CHILDREN PROGRAM
 September 23, 2015
 BUDGET AMENDMENT
 #11

DEBIT

141-44990-SCJH	OTHER LOCAL REVENUES		3,120.00
		TOTAL	3,120.00

CREDIT

141-73400-116-SCJH	TEACHERS		2,643.00
141-73400-201-SCJH	SOCIAL SECURITY		200.00
141-73400-204-SCJH	STATE RETIREMENT		232.00
141-73400-212-SCJH	EMPLOYER MEDICARE		45.00
		TOTAL	3,120.00

Explanation: Save the Children has started a new after school counseling program (Journey of Hope).

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 CONSOLIDATED ADMINISTRATION FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #142

DEBIT

142-47141-011	ESEA TITLE I		6,820.00
		TOTAL	6,820.00

CREDIT

142-72210-105-011-0650	SUPERVISOR/DIRECTOR		3,145.00
142-72210-201-011-0650	SOCIAL SECURITY		200.00
142-72210-204-011-0650	STATE RETIREMENT		275.00
142-72210-212-011-0650	EMPLOYER MEDICARE		50.00
142-72210-307-011-0650	COMMUNICATION		150.00
142-72210-790-011-0650	OTHER EQUIPMENT		3,000.00
		TOTAL	6,820.00

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
TITLE VI FEDERAL FUNDS
September 29, 2015
BUDGET AMENDMENT
#13

DEBIT

142-47148-601	RURAL EDUCATION		<u>5,751.67</u>
		TOTAL	5,751.67

CREDIT

142-71100-722-601	REGULAR INSTRUCTION EQUIPMENT		<u>5,751.67</u>
		TOTAL	5,751.67

Explanation: To show new revenue and allocated funds for expenditure.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
ESSER 2.0
May 4, 2021
BUDGET AMENDMENT
#60

DEBIT

142-71100-207-933	MEDICAL INSURANCE	22,460.00
142-71100-206-933	LIFE INSURANCE	75.00
142-71100-208-933	DENTAL INSURANCE	250.00
142-71100-189-933	OTHER SALARIES & WAGES	<u>76,202.00</u>
	TOTAL	98,987.00

CREDIT

142-71100-116-933	TEACHERS	60,000.00
142-71100-163-933	EDUCATIONAL ASSISTANTS	16,202.00
142-72210-207-933	MEDICAL INSURANCE	22,460.00
142-72210-206-933	LIFE INSURANCE	75.00
142-72210-208-933	DENTAL INSURANCE	<u>250.00</u>
	TOTAL	98,987.00

Explanation: Moving benefits and salaries to correct line.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
Family Resource General Purpose
August 31, 2015
BUDGET AMENDMENT
#1

DEBIT

141-73300-163	EDUCATIONAL ASSISTANTS	23,000.00
141-73300-201	SOCIAL SECURITY	1,500.00
141-73300-204	STATE RETIREMENT	1,500.00
141-73300-206	LIFE INSURANCE	50.00
141-73300-207	MEDICAL INSURANCE	2,500.00
141-73300-208	DENTAL INSURANCE	65.00
141-73300-212	EMPLOYER MEDICARE	500.00
141-73300-355	TRAVEL	6,000.00
141-73300-399	OTHER CONTRACTED SERVICES	1,000.00
141-73300-429	INSTRUCTIONAL SUPPLIES	5,435.00
141-73300-499	OTHER SUPPLIES AND MATERIALS	4,465.00
141-73300-599	OTHER CHARGES	3,985.00
	TOTAL	50,000.00

CREDIT

141-72130-189	OTHER SALARIES & WAGES	25,000.00
141-72130-201	SOCIAL SECURITY	1,500.00
141-72130-204	STATE RETIREMENT	1,500.00
141-72130-206	LIFE INSURANCE	50.00
141-72130-207	MEDICAL INSURANCE	1,000.00
141-72130-355	TRAVEL	7,000.00
141-72130-499	OTHER SUPPLIES AND MATERIALS	8,000.00
141-72130-599	OTHER CHARGES	5,950.00
	TOTAL	50,000.00

Explanation: State required budget to be moved FROM to Support Services/Other Student support

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 COORDINATED SCHOOL HEALTH
 August 31, 2015
 BUDGET AMENDMENT
 #2

DEBIT

141-72120-189-CSH	OTHER SALARIES & WAGES	68,000.00
141-72120-161-CSH	SECRETARY(S)	25,700.00
141-72120-429-CSH	INSTRUCTIONAL SUPPLIES	300.00
	TOTAL	94,000.00

CREDIT

141-72120-105-CSH	SUPERVISOR/DIRECTOR	68,000.00
141-72120-162-CSH	CLERICAL PERSONNEL	25,000.00
141-72120-499-CSH	OTHER SUPPLIES AND MATERIALS	1,000.00
	TOTAL	94,000.00

Explanation: State Line item numbers were different.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE SPECIAL EDUCATION
 August 27, 2015
 BUDGET AMENDMENT
 #3

DEBIT

141-46990	OTHER STATE REVENUES		17,619.97
		TOTAL	17,619.97

CREDIT

141-71200-116	TEACHERS		10,900.00
141-71200-201	SOCIAL SECURITY		680.00
141-71200-212	EMPLOYER MEDICARE		160.00
141-71200-204	STATE RETIREMENT		985.00
141-71200-163	EDUCATIONAL ASSISTANTS		4,894.97
		TOTAL	17,619.97

Explanation: To Transfer Stellar Revenue

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PART B
 September 2, 2015
 BUDGET AMENDMENT
 #4

DEBIT

142-47143-901	EDUC OF THE HANDICAPPED ACT (IDEA)	108,127.71
	TOTAL	108,127.71

CREDIT

142-71200-163-901	EDUCATIONAL ASSISTANTS	50,000.00
142-71200-201-901	SOCIAL SECURITY	3,100.00
142-71200-204-901	STATE RETIREMENT	3,850.00
142-71200-212-901	EMPLOYER MEDICARE	725.00
142-71200-399-901	OTHER CONTRACTED SERVICES	25,000.00
142-72220-399-901	OTHER CONTRACTED SERVICES	25,452.71
	TOTAL	108,127.71

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PRE-SCHOOL
 September 2, 2015
 BUDGET AMENDMENT
 #5

DEBIT

142-47145-911	SPECIAL EDUC PRESCHOOL GRANTS (IDEA	12,722.49
142-72220-399-911	OTHER CONTRACTED SERVICES	6,463.51
	TOTAL	19,186.00

CREDIT

142-71200-163-911	EDUCATIONAL ASSISTANTS	8,344.00
142-71200-201-911	SOCIAL SECURITY	530.00
142-71200-212-911	EMPLOYER MEDICARE	125.00
142-72220-189-911	OTHER SALARIES & WAGES	8,600.00
142-72220-201-911	SOCIAL SECURITY	534.00
142-72220-204-911	STATE RETIREMENT	778.00
142-72220-210-911	UNEMPLOYMENT COMPENSATION	150.00
142-72220-212-911	EMPLOYER MEDICARE	125.00
	TOTAL	19,186.00

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #6

DEBIT

141-72620-499	OTHER SUPPLIES AND MATERIALS	7,000.00
141-72620-717	MAINTENANCE EQUIPMENT	2,342.00
	TOTAL	9,342.00

CREDIT

141-72620-105	SUPERVISOR/DIRECTOR	8,000.00
141-72620-201	SOCIAL SECURITY	500.00
141-72620-204	STATE RETIREMENT	722.00
141-72620-212	EMPLOYER MEDICARE	120.00
	TOTAL	9,342.00

Explanation: To cover the cost of a raise for the Supervisor of Maintenance.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #7

DEBIT

141-72710-425	GASOLINE		9,342.00
		TOTAL	9,342.00

CREDIT

141-72710-105	SUPERVISOR/DIRECTOR		8,000.00
141-72710-201	SOCIAL SECURITY		500.00
141-72710-204	STATE RETIREMENT		722.00
141-72710-212	EMPLOYER MEDICARE		120.00
		TOTAL	9,342.00

Explanation: To over the cost of a raise for the Supervisor of Transportation.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION

Federal TAP Grant

September 29, 2015

BUDGET AMENDMENT

#8

DEBIT

142-47990-962	OTHER DIRECT FEDERAL REVENUE	316,570.00
	TOTAL	<u>316,570.00</u>

CREDIT

142-71100-116-962	TEACHERS	140,500.00
142-71100-188-962	BONUS PAYMENTS	68,250.00
142-71100-195-962	CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-198-962	NON-CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-201-962	SOCIAL SECURITY	13,082.00
142-71100-204-962	STATE RETIREMENT	19,075.00
142-71100-206-962	LIFE INSURANCE	70.00
142-71100-207-962	MEDICAL INSURANCE	21,564.00
142-71100-208-962	DENTAL INSURANCE	468.00
142-71100-210-962	UNEMPLOYMENT COMPENSATION	900.00
142-71100-212-962	EMPLOYER MEDICARE	2,499.00
142-72210-355-962	TRAVEL	21,960.00
142-72210-399-962	OTHER CONTRACTED SERVICES	9,750.00
142-72210-599-962	OTHER CHARGES	8,000.00
142-72410-188-962	BONUS PAYMENTS	7,000.00
142-72410-201-962	SOCIAL SECURITY	435.00
142-72410-204-962	STATE RETIREMENT	665.00
142-72410-212-962	EMPLOYER MEDICARE	102.00
	TOTAL	<u>316,570.00</u>

Explanation: Federal TAP Grant for 2015-16 year.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE I FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #9

DEBIT

142-47141-101	ESEA TITLE I	83,431.67
142-72210-189-101-0650	OTHER SALARIES & WAGES	32,523.00
142-72210-201-101-0650	SOCIAL SECURITY	2,015.54
142-72210-206-101-0650	LIFE INSURANCE	25.00
142-72210-207-101-0650	MEDICAL INSURANCE	9,391.45
142-72210-212-101-0650	EMPLOYER MEDICARE	817.00
	TOTAL	128,203.66

CREDIT

142-71100-116-101-0650	TEACHERS	8,200.00
142-71100-201-101-0650	SOCIAL SECURITY	610.00
142-71100-204-101-0650	STATE RETIREMENT	842.00
142-71100-212-101-0650	EMPLOYER MEDICARE	221.00
142-71100-399-101-0650	OTHER CONTRACTED SERVICES	30,000.00
142-71100-722-101-0650	REGULAR INSTRUCTION EQUIPMENT	70,182.66
142-72210-399-101-0650	OTHER CONTRACTED SERVICES	17,400.00
142-72210-208-101-0650	DENTAL INSURANCE	748.00
	TOTAL	128,203.66

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE II FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #10

DEBIT

142-47189-201	TITLE II	38,375.16
142-72210-189-201	OTHER SALARIES & WAGES	10,841.00
142-72210-201-201	SOCIAL SECURITY	263.00
142-72210-207-201	MEDICAL INSURANCE	3,125.00
142-72210-208-201	DENTAL INSURANCE	62.00
142-72210-524-201	IN SERVICE/STAFF DEVELOPMENT	15,718.72
	TOTAL	68,384.88

CREDIT

142-72210-195-201	CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-198-201	NON-CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-204-201	STATE RETIREMENT	1,173.00
142-72210-206-201	LIFE INSURANCE	9.00
142-72210-212-201	EMPLOYER MEDICARE	15.00
142-72210-355-201	TRAVEL	50,187.88
142-72210-399-201	OTHER CONTRACTED SERVICES	15,000.00
	TOTAL	68,384.88

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 SAVE THE CHILDREN PROGRAM
 September 23, 2015
 BUDGET AMENDMENT
 #11

DEBIT

141-44990-SCJH	OTHER LOCAL REVENUES		3,120.00
		TOTAL	3,120.00

CREDIT

141-73400-116-SCJH	TEACHERS		2,643.00
141-73400-201-SCJH	SOCIAL SECURITY		200.00
141-73400-204-SCJH	STATE RETIREMENT		232.00
141-73400-212-SCJH	EMPLOYER MEDICARE		45.00
		TOTAL	3,120.00

Explanation: Save the Children has started a new after school counseling program (Journey of Hope).

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 CONSOLIDATED ADMINISTRATION FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #142

DEBIT

142-47141-011	ESEA TITLE I		6,820.00
		TOTAL	6,820.00

CREDIT

142-72210-105-011-0650	SUPERVISOR/DIRECTOR		3,145.00
142-72210-201-011-0650	SOCIAL SECURITY		200.00
142-72210-204-011-0650	STATE RETIREMENT		275.00
142-72210-212-011-0650	EMPLOYER MEDICARE		50.00
142-72210-307-011-0650	COMMUNICATION		150.00
142-72210-790-011-0650	OTHER EQUIPMENT		3,000.00
		TOTAL	6,820.00

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
TITLE VI FEDERAL FUNDS
September 29, 2015
BUDGET AMENDMENT
#13

DEBIT

142-47148-601	RURAL EDUCATION		<u>5,751.67</u>
		TOTAL	5,751.67

CREDIT

142-71100-722-601	REGULAR INSTRUCTION EQUIPMENT		<u>5,751.67</u>
		TOTAL	5,751.67

Explanation: To show new revenue and allocated funds for expenditure.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 General Purpose
 May 4, 2021
BUDGET AMENDMENT
#61

DEBIT

141-71100-195	CERTIFIED SUBSTITUTE TEACHERS	20,000.00
141-72110-599	OTHER CHARGES	8,000.00
141-72130-355	TRAVEL	3,000.00
141-72210-355	TRAVEL	6,000.00
141-72310-355	TRAVEL	6,000.00
141-72310-513	WORKMAN'S COMPENSATION INSURANCE	8,500.00
141-72320-355	TRAVEL	5,000.00
141-72410-355	TRAVEL	2,500.00
	TOTAL	<u>59,000.00</u>

CREDIT

141-72210-307	COMMUNICATION	400.00
141-72310-305	AUDIT SERVICES	200.00
141-72310-331	LEGAL SERVICES	4,000.00
141-72310-399	OTHER CONTRACTED SERVICES	250.00
141-72320-161	SECRETARY(S)	3,100.00
141-72320-307	COMMUNICATION	3,000.00
141-72320-399	OTHER CONTRACTED SERVICES	500.00
141-72610-410	CUSTODIAL SUPPLIES	3,100.00
141-72110-399	OTHER CONTRACTED SERVICES	6,000.00
141-72610-207	MEDICAL INSURANCE	28,450.00
141-72620-207	MEDICAL INSURANCE	8,000.00
141-72710-212	EMPLOYER MEDICARE	2,000.00
	TOTAL	<u>59,000.00</u>

Explanation: End of Year adjustments

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 Family Resource General Purpose
 August 31, 2015
 BUDGET AMENDMENT
 #1

DEBIT

141-73300-163	EDUCATIONAL ASSISTANTS	23,000.00
141-73300-201	SOCIAL SECURITY	1,500.00
141-73300-204	STATE RETIREMENT	1,500.00
141-73300-206	LIFE INSURANCE	50.00
141-73300-207	MEDICAL INSURANCE	2,500.00
141-73300-208	DENTAL INSURANCE	65.00
141-73300-212	EMPLOYER MEDICARE	500.00
141-73300-355	TRAVEL	6,000.00
141-73300-399	OTHER CONTRACTED SERVICES	1,000.00
141-73300-429	INSTRUCTIONAL SUPPLIES	5,435.00
141-73300-499	OTHER SUPPLIES AND MATERIALS	4,465.00
141-73300-599	OTHER CHARGES	3,985.00
	TOTAL	50,000.00

CREDIT

141-72130-189	OTHER SALARIES & WAGES	25,000.00
141-72130-201	SOCIAL SECURITY	1,500.00
141-72130-204	STATE RETIREMENT	1,500.00
141-72130-206	LIFE INSURANCE	50.00
141-72130-207	MEDICAL INSURANCE	1,000.00
141-72130-355	TRAVEL	7,000.00
141-72130-499	OTHER SUPPLIES AND MATERIALS	8,000.00
141-72130-599	OTHER CHARGES	5,950.00
	TOTAL	50,000.00

Explanation: State required budget to be moved FROM to Support Services/Other Student support

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 COORDINATED SCHOOL HEALTH
 August 31, 2015
 BUDGET AMENDMENT
 #2

DEBIT

141-72120-189-CSH	OTHER SALARIES & WAGES	68,000.00
141-72120-161-CSH	SECRETARY(S)	25,700.00
141-72120-429-CSH	INSTRUCTIONAL SUPPLIES	300.00
	TOTAL	94,000.00

CREDIT

141-72120-105-CSH	SUPERVISOR/DIRECTOR	68,000.00
141-72120-162-CSH	CLERICAL PERSONNEL	25,000.00
141-72120-499-CSH	OTHER SUPPLIES AND MATERIALS	1,000.00
	TOTAL	94,000.00

Explanation: State Line item numbers were different.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE SPECIAL EDUCATION
 August 27, 2015
 BUDGET AMENDMENT
 #3

DEBIT

141-46990	OTHER STATE REVENUES		17,619.97
		TOTAL	17,619.97

CREDIT

141-71200-116	TEACHERS		10,900.00
141-71200-201	SOCIAL SECURITY		680.00
141-71200-212	EMPLOYER MEDICARE		160.00
141-71200-204	STATE RETIREMENT		985.00
141-71200-163	EDUCATIONAL ASSISTANTS		4,894.97
		TOTAL	17,619.97

Explanation: To Transfer Stellar Revenue

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PART B
 September 2, 2015
 BUDGET AMENDMENT
 #4

DEBIT

142-47143-901	EDUC OF THE HANDICAPPED ACT (IDEA)	108,127.71
	TOTAL	108,127.71

CREDIT

142-71200-163-901	EDUCATIONAL ASSISTANTS	50,000.00
142-71200-201-901	SOCIAL SECURITY	3,100.00
142-71200-204-901	STATE RETIREMENT	3,850.00
142-71200-212-901	EMPLOYER MEDICARE	725.00
142-71200-399-901	OTHER CONTRACTED SERVICES	25,000.00
142-72220-399-901	OTHER CONTRACTED SERVICES	25,452.71
	TOTAL	108,127.71

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 IDEA PRE-SCHOOL
 September 2, 2015
 BUDGET AMENDMENT
 #5

DEBIT

142-47145-911	SPECIAL EDUC PRESCHOOL GRANTS (IDEA	12,722.49
142-72220-399-911	OTHER CONTRACTED SERVICES	6,463.51
	TOTAL	19,186.00

CREDIT

142-71200-163-911	EDUCATIONAL ASSISTANTS	8,344.00
142-71200-201-911	SOCIAL SECURITY	530.00
142-71200-212-911	EMPLOYER MEDICARE	125.00
142-72220-189-911	OTHER SALARIES & WAGES	8,600.00
142-72220-201-911	SOCIAL SECURITY	534.00
142-72220-204-911	STATE RETIREMENT	778.00
142-72220-210-911	UNEMPLOYMENT COMPENSATION	150.00
142-72220-212-911	EMPLOYER MEDICARE	125.00
	TOTAL	19,186.00

Explanation: To Rollover Federal Funds

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #6

DEBIT

141-72620-499	OTHER SUPPLIES AND MATERIALS	7,000.00
141-72620-717	MAINTENANCE EQUIPMENT	2,342.00
	TOTAL	9,342.00

CREDIT

141-72620-105	SUPERVISOR/DIRECTOR	8,000.00
141-72620-201	SOCIAL SECURITY	500.00
141-72620-204	STATE RETIREMENT	722.00
141-72620-212	EMPLOYER MEDICARE	120.00
	TOTAL	9,342.00

Explanation: To cover the cost of a raise for the Supervisor of Maintenance.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 GENERAL PURPOSE
 September 29, 2015
 BUDGET AMENDMENT
 #7

DEBIT

141-72710-425	GASOLINE		9,342.00
		TOTAL	9,342.00

CREDIT

141-72710-105	SUPERVISOR/DIRECTOR		8,000.00
141-72710-201	SOCIAL SECURITY		500.00
141-72710-204	STATE RETIREMENT		722.00
141-72710-212	EMPLOYER MEDICARE		120.00
		TOTAL	9,342.00

Explanation: To over the cost of a raise for the Supervisor of Transportation.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION

Federal TAP Grant

September 29, 2015

BUDGET AMENDMENT

#8

DEBIT

142-47990-962	OTHER DIRECT FEDERAL REVENUE	316,570.00
	TOTAL	<u>316,570.00</u>

CREDIT

142-71100-116-962	TEACHERS	140,500.00
142-71100-188-962	BONUS PAYMENTS	68,250.00
142-71100-195-962	CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-198-962	NON-CERTIFIED SUBSTITUTE TEACHERS	1,125.00
142-71100-201-962	SOCIAL SECURITY	13,082.00
142-71100-204-962	STATE RETIREMENT	19,075.00
142-71100-206-962	LIFE INSURANCE	70.00
142-71100-207-962	MEDICAL INSURANCE	21,564.00
142-71100-208-962	DENTAL INSURANCE	468.00
142-71100-210-962	UNEMPLOYMENT COMPENSATION	900.00
142-71100-212-962	EMPLOYER MEDICARE	2,499.00
142-72210-355-962	TRAVEL	21,960.00
142-72210-399-962	OTHER CONTRACTED SERVICES	9,750.00
142-72210-599-962	OTHER CHARGES	8,000.00
142-72410-188-962	BONUS PAYMENTS	7,000.00
142-72410-201-962	SOCIAL SECURITY	435.00
142-72410-204-962	STATE RETIREMENT	665.00
142-72410-212-962	EMPLOYER MEDICARE	102.00
	TOTAL	<u>316,570.00</u>

Explanation: Federal TAP Grant for 2015-16 year.

Superintendent

Date

Chairman of the Board

Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE I FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #9

DEBIT

142-47141-101	ESEA TITLE I	83,431.67
142-72210-189-101-0650	OTHER SALARIES & WAGES	32,523.00
142-72210-201-101-0650	SOCIAL SECURITY	2,015.54
142-72210-206-101-0650	LIFE INSURANCE	25.00
142-72210-207-101-0650	MEDICAL INSURANCE	9,391.45
142-72210-212-101-0650	EMPLOYER MEDICARE	817.00
	TOTAL	128,203.66

CREDIT

142-71100-116-101-0650	TEACHERS	8,200.00
142-71100-201-101-0650	SOCIAL SECURITY	610.00
142-71100-204-101-0650	STATE RETIREMENT	842.00
142-71100-212-101-0650	EMPLOYER MEDICARE	221.00
142-71100-399-101-0650	OTHER CONTRACTED SERVICES	30,000.00
142-71100-722-101-0650	REGULAR INSTRUCTION EQUIPMENT	70,182.66
142-72210-399-101-0650	OTHER CONTRACTED SERVICES	17,400.00
142-72210-208-101-0650	DENTAL INSURANCE	748.00
	TOTAL	128,203.66

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 TITLE II FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #10

DEBIT

142-47189-201	TITLE II	38,375.16
142-72210-189-201	OTHER SALARIES & WAGES	10,841.00
142-72210-201-201	SOCIAL SECURITY	263.00
142-72210-207-201	MEDICAL INSURANCE	3,125.00
142-72210-208-201	DENTAL INSURANCE	62.00
142-72210-524-201	IN SERVICE/STAFF DEVELOPMENT	15,718.72
	TOTAL	68,384.88

CREDIT

142-72210-195-201	CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-198-201	NON-CERTIFIED SUBSTITUTE TEACHERS	1,000.00
142-72210-204-201	STATE RETIREMENT	1,173.00
142-72210-206-201	LIFE INSURANCE	9.00
142-72210-212-201	EMPLOYER MEDICARE	15.00
142-72210-355-201	TRAVEL	50,187.88
142-72210-399-201	OTHER CONTRACTED SERVICES	15,000.00
	TOTAL	68,384.88

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 SAVE THE CHILDREN PROGRAM
 September 23, 2015
 BUDGET AMENDMENT
 #11

DEBIT

141-44990-SCJH	OTHER LOCAL REVENUES		3,120.00
		TOTAL	3,120.00

CREDIT

141-73400-116-SCJH	TEACHERS		2,643.00
141-73400-201-SCJH	SOCIAL SECURITY		200.00
141-73400-204-SCJH	STATE RETIREMENT		232.00
141-73400-212-SCJH	EMPLOYER MEDICARE		45.00
		TOTAL	3,120.00

Explanation: Save the Children has started a new after school counseling program (Journey of Hope).

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
 CONSOLIDATED ADMINISTRATION FEDERAL FUNDS
 September 29, 2015
 BUDGET AMENDMENT
 #142

DEBIT

142-47141-011	ESEA TITLE I		6,820.00
		TOTAL	6,820.00

CREDIT

142-72210-105-011-0650	SUPERVISOR/DIRECTOR		3,145.00
142-72210-201-011-0650	SOCIAL SECURITY		200.00
142-72210-204-011-0650	STATE RETIREMENT		275.00
142-72210-212-011-0650	EMPLOYER MEDICARE		50.00
142-72210-307-011-0650	COMMUNICATION		150.00
142-72210-790-011-0650	OTHER EQUIPMENT		3,000.00
		TOTAL	6,820.00

Explanation: To show new revenue and allocate funds for expenditure.

 Superintendent

 Date

 Chairman of the Board

 Date

MORGAN COUNTY BOARD OF EDUCATION
TITLE VI FEDERAL FUNDS
September 29, 2015
BUDGET AMENDMENT
#13

DEBIT

142-47148-601	RURAL EDUCATION		<u>5,751.67</u>
		TOTAL	5,751.67

CREDIT

142-71100-722-601	REGULAR INSTRUCTION EQUIPMENT		<u>5,751.67</u>
		TOTAL	5,751.67

Explanation: To show new revenue and allocated funds for expenditure.

Superintendent

Date

Chairman of the Board

Date

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 06/21/21
		Rescinds: 6.200	Issued: 03/01/16

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

3 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

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

12 Student attendance records shall be given the same level of confidentiality as other student records.
13 Only authorized school officials with legitimate educational purposes may have access to student
14 information without the consent of the student or parent/guardian. ³

15 Absences may be classified as either excused or unexcused as determined by the principal/designee.
16 Excused absences shall include:

- 17 1. Personal illness;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;⁴
- 22 6. College visits;
- 23 7. Pregnancy;

- 1 8. Summons, subpoena, or court order; or
- 2 9. Circumstances which in the judgment of the principal create emergencies over which the
- 3 student has no control.
- 4 The principal shall be responsible for ensuring that:⁵
- 5 1. Attendance is checked and reported daily for each class;
- 6 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 7 for the majority of the day;
- 8 3. All student absences are verified;
- 9 4. Written excuses are submitted for absences and tardiness;
- 10 5. Three (3) days with a home note per semester. All excuses MUST be turned in within five
- 11 (5) school days; any extension must be approved by the principal/designee.
- 12 6. System-wide procedures for accounting and reporting are followed.

13 **TRUANCY**

14 Truancy is defined as an absence for an entire school day, a major portion of the school day or the
15 major portion of any class, study hall or activity during the school day for which the student is
16 scheduled.

17 Students who are absent five (5) days without adequate excuse shall be reported to the director of
18 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
19 absence.⁵ The director of schools/designee shall also comply with state law regarding the reporting of
20 truant students to the proper authorities.⁵ In addition, the principal/designee shall initiate meaningful
21 communications with the student and parent(s)/guardian(s) in order to determine the underlying
22 cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and
23 coordinate additional services designed to improve the student's attendance.¹¹

24 Upon notification that a student has been absent ten (10) days without adequate excuse, the
25 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to
26 determine the appropriate services needed to improve the student attendance. The principal/designee
27 shall document all communication attempts and refine the attendance plan as needed.¹¹

28 If a student is required to participate in a remedial instruction program outside of the regular school
29 day where there is no cost to the parent(s) and the school system provides transportation, unexcused
30 absences from these programs shall be reported in the same manner.⁸

31 The Board shall determine annually and include in the school calendar a plan for using three (3)
32 abbreviated school days and the procedures for making up missed instructional days. In addition, the
33 Board shall determine annually whether to use flexible scheduling for kindergarten students.

1 **PROGRESSIVE TRUANCY INTERVENTION PLAN10**

Tier I	
Action Level - School	<ul style="list-style-type: none"> • Implement proactive attendance procedures that identify students with a chronic attendance issue. (letters, phone calls, home visits, meetings, conference). • A letter will provide parent/guardian/students written notice of the law at the beginning of each school year. • Schedule a conference with parent, student, and attendance coach. • Develop and sign a contract stating the specific attendance expectations and additional penalties, if warranted. • Monitor attendance data • Establish a positive and engaging school culture • Letters are to be sent home after five days of absence (unexcused). • Student Progress will be monitored on a regular basis and additional communication with the home (calls, meetings, home visits) will be scheduled as needed.
Tier II	
Action Level – School Community	<ul style="list-style-type: none"> • Conduct an individual attendance assessment to identify the barriers affecting attendance. • Develop an intervention plan to address the barriers. • Refer the student to school based services, which may include counselor, nurse or special education. • Refer the student to district based services, which may include Family Resource Center, Coordinated School Health, and School Psychologist.
Tier III	
Action Level–School, District Individual	<ul style="list-style-type: none"> • Review the barriers identified. • Current intervention plan and contract submitted to the Director of Attendance. • Referral made to Truancy Board. • Petition filed with Juvenile Court. • Coordinate with probation officer or service agency assigned by the court. • Make additional recommendation to parent(s) based on outcome of judicial intervention.

2

3 **PROMOTING SCHOOL ATTENDANCE**

4 Faculties shall encourage student attendance and completion of classroom assignments according to the
5 follow guidelines:

1

2

1. **Assuring quality classroom experience.** Maximum effort shall be made in all classroom settings to provide a quality learning experience for each individual and to ensure that each day's class time is important.

3

4

5

2. **Emphasizing regular attendance.** Teachers shall inform students that time on task is essential to learning, that instruction loses context with lapse of time, and that, if students are absent from class, work that has to be made up outside of the regular classroom environment does not provide the same opportunity for learning as the regular class time.

6

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3. **Making-up assignments.** If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up and all assignments that were missed during the student's absence. The student must request make up assignments within **three (3) days** after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

10

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16

Students who are suspended, or expelled from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension or expulsion, unless the student is considered to be a danger to the school community.

17

18

19

MILITARY SERVICE OF PARENT/GUARDIAN

20

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 or custodian serving active military service.

21

22

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or 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.⁸

23

24

25

26

STATE-MANDATED TESTS/END OF COURSE EXAMS⁹

27

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count towards their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

28

29

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32

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

33

34

CREDIT/PROMOTION DENIAL

35

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

36

37

1 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
2 to excessive absenteeism.

3 2. Procedures in due process are available to the student when credit or promotion is denied.

4 **ISSUANCE OF DRIVER'S LICENSE**

5 In order to qualify for the school system to issue an attendance letter or that a student may receive a
6 driver's permit, student must have passed a minimum of 3 classes from the prior semester as well as have
7 exhibited acceptable satisfactory attendance as determined by the school principal/designee. In any
8 instance that the student has had attendance issues/concerns in the past, the school principal/designee
9 and or attendance supervisor may require the student to have 30 consecutive school days of perfect
10 attendance inclusive of tardies and early dismissals.

11 Students that are home-schooled, must have been registered with Morgan County Schools 30
12 instructional days as aligned with Morgan County Schools calendar prior to issuance of attendance letter.

13 **DRIVER'S LICENSE REVOCATION²**

14 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
15 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

16 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
17 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading
18 period.

19 **APPEALS**

20 The principal/designee shall initiate meaningful communications with the student and parent(s)
21 guardian(s) in order to determine the underlying cause(s) of the unexcused absences if said absences
22 would not allow him/her to pass the course or be promoted. The principal/designee shall then develop
23 an attendance plan and coordinate with the parent(s)/guardian(s) to improve the student's attendance.
24 The principal/designee shall document all communication attempts and refinements of the student's
25 attendance plan.

26 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

27 Within five (5) school days of the director of schools/designee rendering a decision, the student's
28 parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the
29 review, the Board may affirm or overturn the decision of the director of schools/designee. The action
30 of the Board shall be final.

31 The director of schools/designee shall ensure that this policy is posted in each school building and
32 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 USCS § 1232g
4. TRR/MS 0520-01-03-.03(16); TCA 49-6-2904(b)(5)
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
7. TRR/MS 0520-01-03-.06(1)(d)(2)
8. TCA 49-2-203(b)(7)
9. TRR/MS 0520-01-02-.17
10. TCA 49-6-3201

Cross References

Extracurricular Activities 4.300
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs 4.803
Student Records 6.600

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 06/21/21
		Rescinds: 6.303	Issued:

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
24 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
26 all of the provisions of the School Security Act of 1981.^{1,2}

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Bus Safety & Conduct	Descriptor Code: 6.308	Issued Date: 06/21/21
		Rescinds: 6.308	Issued: 07/31/07

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school
2 bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful
3 and valid business on the bus.¹

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus
5 in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable
7 directions given by him/her shall be followed. A driver may remove a student in the event that the driver
8 finds it necessary for the safety of the other student passengers or the driver, provided that the driver
9 secures the safety of the ejected student for the uncompleted trip. A driver shall report to school
10 authorities as soon as possible, but no later than the end of the route, any student refusing to obey the
11 driver or exiting the bus without the driver's permission at a point other than the student's destination
12 for that trip.²

13 The principal of the student transported shall be informed by the bus driver of any serious discipline
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if
16 he/she disobeys applicable policies and procedures pertaining to student transportation.

17 Any student who gets off the bus at any point between the pick-up point and school shall present the bus
18 driver with a note of authorization from the parent/guardian or the principal of the school that the student
19 attends.

20 Any student wishing to ride a bus other than his/her designated bus shall have written parental permission
21 and the approval of the principal/designee.

22 Students who transfer from bus to bus while in route to and from school shall be expected to abide by
23 the discipline policies adopted by the Board and procedures maintained by the terminal school.

24 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE**

25 Cameras or video cameras may be used to monitor student behavior on school buses transporting
26 students to and from school or extracurricular activities. Photographs and video footage shall be used
27 only to promote the order, safety, and security of students, staff, and property.

28 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
29 established board policy governing student conduct and discipline.

- 1 The district shall comply with all applicable state and federal laws related to photographs and video
2 footage.³ These materials shall be maintained for 15 days. Parent(s)/guardian(s) may submit requests to
3 view photographs and video footage to the Director of School/designee, and a time shall be arranged for
4 viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the
5 opportunity to review photographs and video footage.⁴
- 6 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
7 accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension/Expulsion/Remand 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection and Correction Procedure 6.602

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 06/21/21
		Rescinds: 6.309	Issued: 08/13/13

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

10 *Firearms*³

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

15 **DRUGS**

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

20 **ASSAULT**

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

1 **ELECTRONIC THREATS**

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

8 **NOTIFICATION**

9 When it is determined that a student has violated this policy, the principal of the school shall notify the
10 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
11 law.⁷

Legal References

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

Cross References

Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension/Expulsion/Remand 6.316

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 06/21/21
		Rescinds: 6.310	Issued: 09/04/18

1 In keeping with the educational purpose of this school, students are expected to dress and groom
2 themselves with a sense of responsibility. Each student is expected to keep his person and clothing clean
3 and neat. It is expected that each student, while exercising his right to dress and groom himself in an
4 individual way, will also show through his appearance a high degree of respect for the standards of
5 decency, cleanliness, and style generally accepted by the school and community. The following rules
6 will apply to student dress:¹

- 7 1. All shorts, skirts, and dresses should be worn at an appropriate length for a school setting. All items
8 must be within four (4) inches of the tip of the kneecap.
- 9 2. Unacceptable tops in the school building include, off the shoulder tops/dresses, halter-tops,
10 muscle shirts, or cutout T-shirts, and spaghetti-strap dresses or blouses. All other tops must be able
11 to be tucked into the lower apparel (pants, skirts, etc.). Other clothing included as unacceptable
12 are clothing that exposes the abdomen, buttocks, cleavage, navel area/or waist.
- 13 3. Hoods, bandanas, or sunglasses are not to be worn in the school building.
- 14 4. Any clothing article which advertises alcohol, drugs, tobacco, or clothing with offensive pictures
15 or obscene and/or suggestive language MAY NOT BE WORN.
- 16 5. The exposure of undergarments is offensive and distracting in a school environment.² Therefore,
17 “sagging” will not be permitted. To prevent such occurrences, pants must be belted at the natural
18 waistline. Clothing must not have holes, rips, tears or cuts four (4) inches above the knee cap
19 where skin is exposed.
- 20 6. Large, oversized coats that fall below the waistline must be kept in the locker. They are not to be
21 worn in the building.
- 22 7. Due to safety concerns and noise disturbance in classes, chains and dangling jewelry will not be
23 permitted on school property.
- 24 8. Wearing of pierced materials on any part(s) of the body (other than ears and nose studs) is
25 prohibited.

- 1 9. Sleepwear is not permitted.
- 2 10. Schools may develop special dress days for special occasions at the discretion of the principal.
- 3 11. If a student in grades 6-12 wears leggings, jeggings, compression shorts, yoga pants or similar
4 items a shirt or top shall be worn so that its length shall be well below their buttocks so their
5 behind shall be appropriately covered.
- 6 12. School administration can deem articles of clothing as appropriate/inappropriate when necessary.

Legal References

1. TCA 49-1-302(j); TCA 49-6-4215(a)(1)

Cross References

- Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

2. TCA 49-6-4009

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 06/21/21
		Rescinds: 6.402	Issued:

1 **PHYSICAL EXAMINATIONS¹**

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

- 3 1. Entering school for the first time² and
- 4
- 5 2. Participating as a member of any athletic team or in any other strenuous physical activity
- 6 program.³

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
11 a condition that might interfere with the student's progress. The school district will not conduct physical
12 examinations of a student without parental consent or by court order, unless the health or safety of the
13 student or others is in question.⁴

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from
17 producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children
18 immunized and to provide such proof to the principal of the school which the student is to attend.⁵

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
20 written statement that such measures conflict with the one of the following:

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic;⁶ or
- 23
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁷

26 The Director of Schools shall ensure that appropriate immunization records are maintained for each
27 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 06/21/21
		Rescinds: 6.405	8/04/15 Issued: 08/04/15

1 If under exceptional circumstances a student is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the medication,
3 only the principal/designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following guidelines.¹

5 Written instructions signed by the parent/guardian are required and shall include:

- 6 1. Child's name;
- 7
- 8 2. Name of medication;
- 9
- 10 3. Name of physician;
- 11
- 12 4. Time to be self-administered;
- 13
- 14 5. Dosage and directions for self-administration (non-prescription medicines shall have label
15 directions);
- 16
- 17 6. Possible side effects, if known; and
- 18
- 19 7. Termination date for self-administration of the medication.

20 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
21 inhalers if the additional information is provided by a parent/guardian:

- 22 1. Written statement from the prescribing health care practitioner that the student suffers from
23 asthma and has been instructed in self-administration; and
- 24
- 25 2. Purpose of the medication.

26 The medication shall be delivered to the principal's office in person by the parent/guardian of the
27 student unless the medication shall be retained by the student for immediate self-administration.

28 The principal/designee will:

- 29 1. Inform appropriate school personnel of the medication to be self-administered;
- 30 2. Keep written instructions from the parent/guardian in the student's record;
- 31 3. Keep an accurate record of the self-administration of the medication;

- 1 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
2 order;
- 3 5. Return unused prescription to the parent/guardian only; and
- 4 6. Ensure that all guidelines developed by the Department of Health and the Department of
5 Education are followed.

6 The parent/guardian is responsible for informing the designated official of any change in the student's
7 health or change in medication.

8 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term
9 administration of medication.

10 **BLOOD GLUCOSE SELF-CHECKS²**

11 Upon written request of a parent/guardian and if included in the student's medical management plan and
12 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood
13 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,
14 including sharps. The student shall be permitted to perform the testing in any area of the school or school
15 grounds at any time necessary.

16 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
17 such sharps is appropriate.

18 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
19 Occupational Safety and Health Administration (TOSHA).³

20 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

21 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
22 their prescribed medication in a manner directed by a licensed health care provider without additional
23 assistance or direction. The Director of Schools shall develop procedures for the development of an
24 IHP for every student that wishes to self-administer.

25 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

26 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
27 the student's diagnosis. Once notified, the district shall observe the following guidelines:

- 28 1. The district shall train school personnel who will be responsible for administering the
29 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
30 medication;
- 31 2. The district shall maintain a record of all school personnel who have completed this training;
32 and
33
34

1 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
2 professional may administer the prescribed medication to the student. If a school nurse or other
3 licensed health care professional is not immediately available, trained school personnel may
4 administer the prescribed medication.

5 The Director of Schools shall develop procedures on the administration of medications that treat
6 adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and
7 during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Morgan County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 06/21/21
		Rescinds: 6.409	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5
6 2. Require that the Coordinator and the Alternate receive appropriate training;
7
8 3. Supply the Coordinator with all necessary resources;
9
10 4. Ensure that all school personnel annually complete the child abuse training program required
11 by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴

19 The report shall include, to the extent known by the reporter:⁵

- 20 1. The name, address, telephone number, and age of the child;
21
22 2. The name, telephone number, and address of the parents or persons having custody of the child;
23
24 3. The nature and extent of the abuse or neglect; and
25
26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
27 abuse or neglect.

28 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
29 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 investigations⁶ 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.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
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); H.B. 2461, 111th Tenn. Gen. Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. 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, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Morgan County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 06/21/21
		Rescinds: 6.411	Issued: 03/07/17

1 The board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the District.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and
7 existing wellness related programs and services in schools and the surrounding community based on
8 State law and State Board of Education CSH standards and guidelines. The district's Coordinated
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of
10 Education CSH standards and guidelines in the school district.

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

12 A district school health advisory council shall be established to serve as a resource to school sites for
13 implementing policies and programs and develop an active working relationship with the county health
14 council. The council shall consist of individuals representing the school and community, including
15 parents, students, teachers, school administrators, health professionals, school food service
16 representatives, and members of the public. The primary responsibilities of the council include but are
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations
19 as to physical activity and nutrition policies;
- 20 2. Ensuring all schools within the district create and implement an action plan related to all
21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 4. Ensuring that school level results include measures of progress on each indicator of the School
24 Health Index.

25 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used
26 as guidance by the Council to make recommendations. The board will consider recommendations of
27 the Council in making policy changes or revisions.

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents
29 and administrators.² The Team will hold Healthy School Team meetings during the school year to
30 assess needs and oversee planning and implementation of school health efforts. The director of
31 schools/designee will ensure compliance with the school Wellness Policy, to include an assessment of

1 the implementation of the Wellness Policy and the progress made in attaining the policy goals. The
2 assessment will be made available to the public.

3 **COMMITMENT TO NUTRITION**

4 All schools within the District shall participate in the USDA child nutrition programs, which may
5 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
6 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

7 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
8 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
9 encouraged. All food including vending machines, fundraising items, and concessions must meet
10 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The
11 school principal/designee shall be responsible for overseeing the school district's compliance with the
12 State Board of Education Rules and Regulations for sale of food items in the school district.^{2,5,6}

13 **DISTRICT GOALS**

14 The district will promote healthy nutrition through various activities, including nutrition related
15 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
16 dining areas, and informational booths at various community functions. Nutrition Education will be
17 offered as part of a standards based program designed to provide students with the knowledge and
18 skills needed to promote and protect their health as outlined in the State Board of Education
19 Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers
20 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with
21 a healthy breakfast.

22 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

23 The board recognizes that physical activity is extremely important to the overall health of a child.
24 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
25 of the school program.

26 Physical Education classes shall be offered as part of a standards based program designed to provide
27 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
28 physical education classes shall comply with the State Board of Education's Physical Education
29 Standards. In addition to the district's physical education program, non-structured physical activity
30 periods shall be offered as required by law.⁷

31 Schools shall continue to offer after school sports and activities. Physical activity shall not be
32 employed as a form of discipline or punishment.

33 **COMMITMENT TO CURRICULUM³**

34 All applicable courses of study should be based on State-approved curriculum standards.

1 **SCHOOL HEALTH INDEX³**

2 All schools within the district shall annually administer a baseline assessment on each of the three
3 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
4 Council and reported to the State Department of Education.

5 **RECORD KEEPING COMPLAINCE**

6 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
7 compliance with community involvement requirements are maintained. The Coordinated School
8 Health Coordinator shall additionally document that the school wellness policy and triennial
9 assessments are made available to the public.⁸

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669
8. 7 C.F.R. § 210.31(f)

Cross References

Morgan County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 06/21/21
		Rescinds: 6.500	Issued:

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the
 2 benefit of a free appropriate public education. These students shall be educated with the general student
 3 population to the maximum extent appropriate and should be placed in separate or special classes only
 4 when the severity of the disability is such that education in regular classes, even with the use of
 5 supplementary aids and services, cannot be accomplished satisfactorily.¹

6 Eligibility standards and options of service for special education services shall be based upon the criteria
 7 specified in state regulations.²

8 Students receiving special education services shall not be restrained except as permitted by state law and
 9 regulations.^{3,4} The Director of Schools shall develop administrative procedures to govern the following:

- 10 1. Personnel authorized to use isolation and restraint;
- 11
- 12 2. Training requirements for personnel working with special education students; and
- 13
- 14 3. Incident reporting procedures.⁴

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

- Special Education 4.202
 Compulsory Attendance Ages 6.201
 Alternative Education 6.319

Morgan County School District

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 06/21/21
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of
11 residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203

Morgan County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 06/01/21
		Rescinds: 6.313	Issued: 04/04/17

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as parent
4 communication. Exclusionary discipline shall only be used as a measure of last resort. The
5 development of each code shall involve principals and staff members of each level and shall be
6 consistent with the relevant policies as adopted by the Board.¹

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties and to
9 maintain a safe learning environment where orderly learning is possible and encouraged.² These
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
11 school sponsored outings.

12 MISBEHAVIORS: LEVEL I

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

16 *Examples (not an exclusive listing)*

- 17 • Classroom disturbances
- 18 • Classroom tardiness
- 19 • Cheating and lying
- 20 • Abusive language
- 21 • Non-defiant failure to do assignments or carry out directions
- 22 • Wearing, while on the grounds of a public school during the regular school day,
23 clothing that exposes underwear or body parts in an indecent manner that disrupts the
24 learning environment³
- 25 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
26 Cyber-bullying, and/or Hazing)

27 *Disciplinary Procedures*

- 28 • Staff member intervenes immediately.
- 29 • Staff member determines what offense was committed and its severity.
- 30 • Staff member determines who committed the offense and if he/she understands the
31 nature of the offense.
- 32 • Staff member employs appropriate disciplinary options.

- 1 • The record of the offense and disciplinary action shall be maintained by the staff
2 member.

3 *Disciplinary Options*

- 4 • Verbal reprimand
5 • Special assignment
6 • Restricting activities
7 • Assigning work details
8 • Counseling
9 • Withdrawal of privileges
10 • Issuance of demerits
11 • Strict supervised study
12 • Detention
13 • Corporal punishment
14 • In-school suspension

15 **MISBEHAVIORS: LEVEL II**

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

20 *Examples (not an exclusive listing)*

- 21 • Continuation of unmodified Level I behaviors
22 • School or class tardiness
23 • Using forged notes or excuses
24 • Disruptive classroom behavior

25 *Disciplinary Procedures*

- 26 • The student is referred to the principal for appropriate disciplinary action.
27 • The principal meets with the student and teacher.
28 • The principal hears the accusation made by the teacher and allows the student the
29 opportunity to explain his/her conduct.
30 • The principal takes appropriate disciplinary action and notifies the teacher of the action.
31 • The record of offense and disciplinary action shall be maintained by the principal.

32 *Disciplinary Options*

- 33 • Teacher/schedule change
34 • Modified probation
35 • Behavior modification
36 • Social probation

- 1 • Peer counseling
- 2 • Referral to outside agency
- 3 • In-school suspension
- 4 • Transfer
- 5 • Detention
- 6 • Suspension from school-sponsored activities or from riding school bus
- 7 • Corporal punishment
- 8 • Out-of-school suspension (not to exceed ten (10) days)

9 MISBEHAVIORS: LEVEL III

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

12 *Examples (not an exclusive listing)*

- 13 • Continuation of unmodified Level I and II behaviors
- 14 • Fighting
- 15 • Vandalism (minor)
- 16 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
17 drug paraphernalia, and/or alcohol
- 18 • Stealing
- 19 • Threats to others
- 20 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
21 Cyber-bullying, and/or Hazing)

22 *Disciplinary Procedures*

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

35 *Disciplinary Options*

- 36 • In-school suspension
- 37 • Detention
- 38 • Corporal punishment

- 1 • Restitution from loss, damage, or stolen property
- 2 • Out-of-school suspension not to exceed ten (10) days
- 3 • Social adjustment classes
- 4 • Transfer
- 5 • Expulsion

6 **MISBEHAVIORS: LEVEL IV**

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

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

14 *Examples (not an exclusive listing)*

- 15 • Continuation of unmodified Level I, II, and III behaviors
- 16 • Death threat (hit list)
- 17 • Extortion
- 18 • Bomb threat
- 19 • Possession/use/transfer of dangerous weapons*
- 20 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
21 employee of the school, or a school resource officer*
- 22 • Aggravated assault*
- 23 • Vandalism
- 24 • Theft/possession/sale of stolen property
- 25 • Arson
- 26 • Possession of unauthorized substances (i.e. any controlled substance, controlled
27 substance analogue, or legend drug)*
- 28 • Use/transfer of unauthorized substances
- 29 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
30 Cyber-bullying, and/or Hazing)
- 31 • Electronic threat to cause bodily injury or death to another student or school employee*

32 *Disciplinary Procedures*

- 33 • The principal confers with appropriate staff members and with the student.
- 34 • The principal hears the accusations and allows the student the opportunity to explain
35 his/her conduct.
- 36 • The parent(s)/guardian(s) are notified.
- 37 • Law enforcement officials are contacted.
- 38 • The incident is reported, and recommendations are made to the Director of Schools.
- 39 • Complete and accurate reports are submitted to the Director of Schools.

- 1 • The student is given a hearing before the disciplinary hearing authority.

- 2 *Disciplinary Options*

- 3 • Expulsion
- 4 • Alternative schools
- 5 • Other hearing authority or Board action which results in appropriate placement

- 6 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

Cross References

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

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 05/04/21
		Rescinds: 5.202	Issued: 03/06/12

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.

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

6 **DISMISSAL**

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

9 **RESIGNATION**

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

13 Upon retirement, voluntary resignation or reduction in staff support personnel (who have been employed
14 for a minimum of ten (10) years) shall be paid for unused accumulated sick leave. The number of sick
15 days paid shall not exceed ninety (90) including any personal days applied to their sick leave balance.

16 The above paid sick leave provision shall not apply to teachers or professionally licensed personnel.
17 Current state laws provide for professionally licensed personnel to count their accumulate sick leave on
18 their retirement.

19 The above paid sick leave provision shall not apply to substitute personnel, unless they are employed on
20 regular basis for a minimum of (6) hours per day and can earn and accumulate sick leave.

21 The above paid sick leave provision shall not apply to employees who have been suspended or dismissed
22 from employment.

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

25 **RETIREMENT**

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

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

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

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

Morgan County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Recommendations and File Transfers</h2>	Descriptor Code: 5.204	Issued Date: 05/04/21
		Rescinds:	Issued:

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

5 These requirements shall not apply if:

- 6 1. The information giving rise to probable cause has been properly reported to the appropriate law
 7 enforcement agency; and
- 8
- 9 2. The matter has been officially closed in one of the following ways:
 - 10
 - 11 a. The prosecutor or police have investigated the allegations and notified school officials
 12 that there is insufficient information to establish probable cause;
 - 13
 - 14 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;
 15 or
 - 16
 - 17 c. The case remains open, and there have been no charges or indictment filed within four
 18 (4) years of the date the information was reported to the law enforcement agency.

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

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

Legal References

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

Cross References

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

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 05/04/21
		Rescinds: 5.302	Issued: 03/03/20

1 PROFESSIONAL PERSONNEL

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

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

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the director of schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay.¹

13 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
14 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
15 permit and must be paid according to the state salary scale.

16 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
17 director of schools' office.

18 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
19 school system, provided that the director of schools of the system in which the accumulated leave was
20 held provides notarized verification.³

21 A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both
22 adoptive parents are teachers only one parent may request leave. Written verification from the adoption
23 agency or other entity handling the adoption shall be required before the leave is granted.¹

24 SUPPORT PERSONNEL

25 Sick leave shall be the same for support personnel as for certified employees.

26 The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is
27 employed.

1 At the termination of the employment of any employee, all unused sick leave accumulated by the
2 employee shall be terminated. However, a full time employee that has been employed with Morgan
3 County Schools for ten (10) consecutive, full time years shall be paid for up to 90 accumulated sick days
4 at their current daily/hourly rate

5 The immediate supervisor may require a physician's certificate stating the reason for absence.

6 **PART TIME SUPPORT EMPLOYEES**

7 Support personal working less than 30 hours per week shall be considered a part time employee. Part
8 time employees shall not be eligible for benefits including accrual of Sick, Personal or Vacation Leave.

9 A full time employee that becomes part time, working less than 30 hours per week, that employee shall
10 lose all full time benefits, including all accumulated Sick and Personal Leave. If the employee has been
11 employed (10) consecutive, full time years they shall be paid at their current daily/hourly rate for up to
12 90 accumulated sick days.

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)

Cross References

Family and Medical Leave 5.305
Physical Assault Leave 5.307

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date:
		Rescinds: GBRHE	Issued: 06/06/94

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

3 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
4 employed for a total of two (2) days per year. Any personal and professional leave remaining unused at
5 the end of a year shall be credited to sick leave.¹

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

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

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
11 of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:
 - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on the
14 same day;
 - 15 b. If requested during any prior established student examination period;
 - 16 c. If requested on the day immediately preceding or following a holiday or vacation period.¹
17
 - 18 d. If personal leave is requested for days scheduled for professional development or in-
19 service training, according to a school calendar adopted by the local board of education
20 prior to the commencement of the school year; or
 - 21 e. If personal leave is requested for days scheduled for parent-teacher conferences,
22 according to a school calendar adopted by the local board of education prior to the
23 commencement of the school year.
 - 24 f.

25 Professional leave is a short, temporary absence for the purpose of attending workshops and other
26 meetings relating to school business or serving on boards and commissions which meet during daytime
27 hours when appointed by a mayor, city council, county executive or county commission.²

- 1 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.
- 2 In addition, certified employees shall be granted leave to serve on any board or commission of the state
- 3 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
- 4 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
- 5 days prior to leave being taken.²

Legal References

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

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Long-Term Leaves of Absence for Professional Personnel	Descriptor Code: 5.304	Issued Date:
		Rescinds: GBRI	Issued:

1 Any person holding a position requiring a license to teach shall be granted leave for military service,
2 legislative service, maternity, adoption, recuperation of health, educational improvements or other
3 sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. All
4 leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the director
5 of schools. The 30-day notice may be waived or reduced by the director of schools upon submission of
6 a certified statement by a physician. The application for leave forms shall require:

- 7 1. A description of the type of leave requested;
- 8 2. The requested dates for beginning and ending the leave; and
- 9 3. A statement of intent to return to the position from which leave is granted.

10 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each
11 applicant shall be notified in writing of the action of the director and the beginning and ending dates of
12 the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific
13 date. However, any leave may be extended by the director of schools upon written request from the
14 teacher. Military leave shall be granted for whatever period may be required. The procedure and
15 condition for extending a leave are the same as those used when originally requesting and granting the
16 leave.

17 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim
18 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim
19 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed
20 in the same or a comparable position upon return.

21 Part-time leaves may be granted by the director of schools upon written request for the same conditions
22 as for full-time leave.

23 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return
24 if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such
25 notice shall be considered breach of contract.¹

1 *PAY AND BENEFITS*

- 2 All leave granted in conformance with this policy shall be without pay except as may be covered by sick
3 leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue
4 participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Legal References

1. TCA 49-5-702 through TCA 49-5-709

Cross References

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

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 05/04/21
		Rescinds: 5.305	Issued: 02/11/16

1 PURPOSE

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

4 ELIGIBILITY

5 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
6 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
7 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
8 use FMLA leave.²

9 GENERAL PRINCIPLES

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

- 12 1. The birth of a child;
- 13
- 14 2. The placement of a child with the employee for adoption or foster care;
- 15
- 16 3. A serious health condition of the employee that makes the employee unable to perform the
17 essential functions of his or her job position;
- 18
- 19 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 20
- 21 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
22 employee is on covered active duty or has been notified of an impending call or order to
23 covered active duty in the Armed Forces.

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

1 MATERNITY/PATERNITY LEAVE

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

6
7 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall be
8 allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity
9 leave purposes. In order to be eligible to use sick leave, written request of the teacher
10 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
11 Upon verification by a written statement from an adoption agency or other entity handling an
12 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
13 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
14 to use such leave.⁴

15
16 Spouses who are both eligible employees of the school district are limited to a combined total of
17 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
18 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
19 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
20 who share leave for the birth or adoption of a child may be eligible for limited amounts of
21 additional leave for other qualifying FMLA reasons.⁵

22 LEAVE FOR A SERIOUS HEALTH CONDITION⁶

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

30 LEAVE FOR MILITARY FAMILY MEMBERS

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

- 36
37 a. Issues arising from the service member's short notice deployment;
38 b. Military events and related activities (e.g. official ceremonies, support programs);
39 c. Making or updating financial and legal arrangements;
40 d. Attending counseling;
41 e. Taking up to fifteen (15) days leave to spend time with a covered service member who is
42 on short-term rest and recuperation leave during deployment; or

1 f. Attending post-deployment activities.

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

10

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

15

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

24 **INTERMITTENT LEAVE**⁹

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

34 **RESTRICTIONS**

35 1. Notice Requirements

- 36
- 37 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of
38 Schools with at least thirty (30) days written notice before the beginning of the anticipated
39 leave.
- 40
- 41 b. *District Notice*- Once it has been established that the leave requested qualifies for
42 FMLA, the Director of Schools/designee shall notify the employee within three (3)
43 business days (absent extenuating circumstances) that any leave taken pursuant to state

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

5
6 2. Certification Requirement¹³

- 7
8 a. The Director of Schools may require that a request for leave be supported by
9 certification issued by a health care provider with the following information:
- 10 i. The date on which the serious health condition commenced;
 - 11 ii. The probable duration of the condition;
 - 12 iii. The appropriate medical facts within the knowledge of the health care provider
13 regarding the condition; and
 - 14 iv. A statement that the eligible employee is needed to care for the son, daughter,
15 spouse, or parent and an estimate of the amount of time that such employee is
16 needed.
- 17
18 b. If there is any reason to doubt the validity of the certification provided, the Director of
19 Schools may require, at the expense of the school district, an opinion of a second health
20 care provider.
21
22

23 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- 24
25 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
26 Schools may require the employee to continue taking leave until the end of the term if
27 the leave is at least three (3) weeks of duration and the return of employment would
28 occur during the three (3) week period before the end of the term.
29
30 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
31 may require the employee to continue taking leave until the end of the term if the leave
32 is greater than two (2) weeks duration and the return to employment would occur during
33 the two (2) week period before the end of the term.

34 **REQUIREMENTS OF THE BOARD**¹⁵

- 35 1. The employee shall be restored to the same position of employment or an equivalent position
36 with no loss of benefits, pay, or other terms of employment.
- 37 2. The employee shall be kept under any group health plan for the duration of the leave.
- 38 3. The Board may recover the premium paid under the following conditions:
- 39 a. The employee fails to return from leave after the period of leave has expired; and
 - 40 b. The employee fails to return to work for a reason other than the continuation,
41 recurrence, or onset of a serious health condition or other circumstances beyond the
42 control of the employee.
43

Legal References

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

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Morgan County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Faculty and Staff Dress Code	Descriptor Code: 5.612	Issued Date: 05/04/21
		Rescinds: 5.612	Issued: 04/09/13

1 In keeping with the educational purpose of MCS schools, all personnel are expected to dress and groom
2 themselves with a sense of professionalism. Each employee is expected to keep his or her person and
3 clothing clean and neat. It is expected that each employee, while exercising his or her right to dress in
4 an individual way, will also show through his or her appearance a high degree of respect for the standards
5 of decency, cleanliness, and style generally accepted by the school and community. The following will
6 apply to employee dress when students are present.

7 ***Appropriate/Acceptable Attire:***

- 8 - Dress and casual shirts
- 9 - Dress and casual slacks
- 10 - Jeans
- 11 - Dress and casual shoes
- 12 - Ties
- 13 - All shorts, skirts, and dresses should be worn at an appropriate length for a school setting. All items
- 14 must be within three (3) inches of the top on the kneecap.
- 15 - Leggings with mid-thigh length top/dress
- 16 - Tops must cover the shoulder and must be able to be tucked into the lower apparel (pants, skirts, etc.)
- 17 - Physical education teachers may dress appropriately for the day's planned activities.
- 18 - Attire for special activities (ex: field trips, field day) is allowed per principal approval.
- 19 -Scrubs for nursing staff/therapists.

21 ***Inappropriate/Unacceptable Attire:***

- 22 - Sheer, exposing, low-cut, or revealing articles of clothing
- 23 - Leggings worn as pants
- 24 - Exercise/yoga attire including sweat pants.
- 25 - T-shirts
- 26 - The exposure of undergarments is offensive and distracting in a school environment. Therefore,
- 27 "sagging" will not be permitted. To prevent such occurrences, pants must be belted at the natural
- 28 waistline. Clothing must not have holes, rips, tears or cuts three (3) inches above the kneecap that
- 29 exposes skin.
- 30 - Visible piercings, other than ears or nose studs.

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 05/04/21
		Rescinds: 5.701	Issued: 11/06/12

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the board of education or by a third party
3 public or private employer through an agreement between such third party employer and the board of
4 education. Substitute teachers employed by third party entities shall be subject to the same
5 unemployment benefit eligibility conditions as substitute teachers employed directly by the board of
6 education.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be possession of a high school diploma or a general
12 equivalency diploma (GED) and a positive recommendation from a principal.

13 A list of substitute teachers will be prepared by the director of schools designee who will maintain files
14 which may include transcripts, credentials, recommendations and other pertinent information.

15 COMPENSATION

16 If employed directly by the board of education, the compensation of substitute teachers shall be
17 determined annually by the Board.

18 CERTIFICATION

19 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
20 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
21 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
22 the state salary schedule.¹

23 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
24 benefits,¹ and may substitute for additional days if the director of schools certifies in writing to the State
25 Board of Education that no other qualified personnel are available to substitute teach.⁶

26 EMERGENCY NEEDS

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

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

7 **TRAINING AND ORIENTATION**

8 The director of schools shall be responsible for ensuring that there are appropriate training and
9 development programs for substitute teachers.

10 **RESPONSIBILITIES**

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

13 **RE-EMPLOYMENT/TERMINATION**

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

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

Legal References

1. TRR/MS 0520-1-2-.04 (6)
2. TCA 49-5-709
3. TCA49-5-413
4. TCA49-2-203(a)
5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805