

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Education Regular Meeting**  
**Central Office - 6:00 PM**  
**December 1, 2020**

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
  1. Approval of December 1st Agenda:
4. **APPROVE MINUTES:**
  1. Approval of November 3rd Minutes:
5. **RECOGNITIONS:**
  1. PHS Students Scoring 3 or Above in First AP Group:
6. **REPORTS:**
  1. Director of Schools Evaluation:
  2. Remote Learning Technology Grant:
7. **CONSENT AGENDA:**
  1. Approval of Central Office Financial Report:
  2. Approval of Three Schools Financial Report:
  3. Approval of Transportation Surplus:
8. **REGULAR AGENDA:**
  1. Approval of Second Reading of Policy 6.409 Reporting Child Abuse:
  2. Approval of First Reading of Policy 1.803 Tobacco Free Schools:
  3. Approval of First Reading of Policy 4.209 Alternative Credit Options:
  4. Approval of First Reading of Policy 4.603 Promotion and Retention:

5. Approval of First Reading of Policy 5.302 Sick Leave:
6. Approval of First Reading of Policy 5.801 Director of Schools Recruitment and Selection:
7. Approval of First Reading of Policy 6.300 Code of Conduct:
8. Approval of First Reading of Policy 6.303 Interrogations and Searches:
9. Approval of First Reading of Policy 6.308 Bus Safety and Conduct:
10. Approval of First Reading of Policy of 6.402 Physical Examinations and Immunizations:
11. Approval of First Reading of Policy 6.500 Special Education Students:
12. Approval of First Reading of Policy 6.506 Students from Military Families:
9. **DIRECTORS REPORT:**
  1. TSSD Board and Administration Board Christmas Dinner - Wednesday, December 16th:
10. **ADJOURNMENT:**

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Education Regular Meeting**  
**PHS Technology Lab – 6 pm**  
**December 1, 2020**

**1. INVOCATION**

**2. CALL TO ORDER**

**3. APPROVE AGENDA**

- 3.1. Approval of December 1st Agenda

**4. APPROVE MINUTES**

- 4.1. Approval of November 3rd Minutes

**5. RECOGNITIONS**

- 5.1. PHS Students Scoring 3 or Above in First AP Group

**6. REPORTS**

- 6.1. Director of Schools Evaluation
- 6.2. Remote Learning Technology Grant

**7. CONSENT AGENDA**

- 7.1. Approval of Central Office Financial Report
- 7.2. Approval of Three Schools Financial Report
- 7.3. Approval of Transportation Surplus

**8. REGULAR AGENDA**

- 8.1. Approval of Second Reading of Policy 6.409 Reporting Child Abuse
- 8.2. Approval of First Reading of Policy 1.803 Tobacco Free Schools
- 8.3. Approval of First Reading of Policy 4.209 Alternative Credit Options
- 8.4. Approval of First Reading of Policy 4.603 Promotion and Retention
- 8.5. Approval of First Reading of Policy 5.302 Sick Leave
- 8.6. Approval of First Reading of Policy 5.801 Director of Schools Recruitment and Selection
- 8.7. Approval of First Reading of Policy 6.300 Code of Conduct
- 8.8. Approval of First Reading of Policy 6.303 Interrogations and Searches
- 8.9. Approval of First Reading of Policy 6.308 Bus Safety and Conduct
- 8.10. Approval of First Reading of Policy of 6.402 Physical Examinations and Immunizations
- 8.11. Approval of First Reading of Policy 6.500 Special Education Students
- 8.12. Approval of First Reading of Policy 6.506 Students from Military Families

**9. DIRECTORS REPORT**

- 9.1. TSSD Board and Administration Board Christmas Dinner - Wednesday, December 16th

**10. ADJOURNMENT**

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Trustees' Regular Meeting**  
**PHS Technology Lab – 6 p.m.**  
**November 3, 2020**

**ROLL CALL:** The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, November 3, 2020, at 6 p.m. In attendance were the following:

Mark Harper, Board Chairman  
Katie Dinwiddie  
Dee Ann McEwen

Tim Haney, Director of Schools  
Clint Hickerson  
Justin Weaver  
Shannon Parra

**CALL TO ORDER:** Chairman Mark Harper called the meeting to order.

**APPROVAL OF AGENDA:** Chairman Harper presented the withdrawal of items 8.4 to 8.10 and 8.12 to 8.13 from the agenda for the November 3, 2020, Regular Meeting for approval. Justin Weaver made a motion to approve the agenda with a second by Clint Hickerson. The motion carried unanimously.

Chairman Harper presented the amended agenda for the November 3, 2020 Regular Meeting for approval. Justin Weaver made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

**APPROVAL OF MINUTES:** Chairman Harper presented the minutes of the October 13, 2020, Regular Meeting for approval. With no additions or corrections, Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**RECOGNITIONS:** Tammy Smith recognized Bill Joyner with Security Bank for the recent donation of \$500 to the Backpack Program.

**REPORTS:** Stephanie Franks reported the October 2020 DHB Report as follows:

1. An 11<sup>th</sup> grade student was brought before the Board for drug possession at school. The student was placed in alternative school. Return date to regular classes is October 25, 2021.
2. An 11<sup>th</sup> grade student was brought before the Board for possession and distribution of THC at school. The student was placed in alternative school. Return date to regular classes is October 25, 2021.
3. An 11<sup>th</sup> grade student was brought before the Board for possession of drugs and drug paraphernalia and smoking drugs in the bathroom at school. The student was placed in alternative school. Return date to regular classes is October 25, 2021.

Tammy Smith reported that TSSD had received Technology Connectivity Grant of \$18,750 to be used to help pay for hot spots being provided to students who are attending virtually and did not have internet service.

**CONSENT AGENDA:** The following items appeared on the “Consent Agenda”:

1. Approval of Central Office Financial Report
2. Approval of Three Schools Financial Report
3. Approval of Ag Shop Surplus

Clint Hickerson made the motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**REGULAR AGENDA:** The following items appeared on the “Regular Agenda”:

**APPROVAL OF RECOGNITION PROGRAM NOMINATION FORM:** Clint Hickerson presented the Peabody High School Recognition Program Nomination Form to name the new Indoor Athletic Practice Facility after Timothy G. Haney for his many contributions to TSSD as Teacher, Coach, Principal, and Director of Schools. Tim has spent his whole career at TSSD and has experienced countless accomplishments throughout his career due to his commitment and dedication to TSSD. Clint Hickerson made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF 2021-2022 SCHOOL CALENDAR:** Lisa Bradford requested approval of the 2021-2022 School Calendar. Justin Weaver made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

**APPROVAL OF TSSD BOARD OF TRUSTEE’S FIVE YEAR PLAN:** Michele Elliott presented recent additions to the TSSD Board of Trustee’s Five Year Plan to help it align with Districtwide Schools Plan. There were three additions to Five Year Plan: (1) Improve EOC/TNReady proficiency in math by 3-4%, (2) Improve EOC/TNReady proficiency rates in Reading/LA by 3-4%, and (3) Foster a positive school climate for all (students, teachers, & parents). Clint Hickerson made a motion to approve with a second by Justin Weaver. The motion carried unanimously.

**APPROVAL OF FIRST READING OF POLICY 6.409 REPORTING CHILD ABUSE:** Stephanie Franks requested approval of the first reading of Policy 6.409 Reporting Child Abuse based on recent recommendations from TSBA. Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**APPROVAL OF NEW GENERAL PURPOSE BUDGET ITEMS:** Tammy Smith requested approval of the addition of \$500 from the Security Bank donation to be added to Contributions and Gifts and Other Supplies and Materials. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

**APPROVAL OF \$300 APPRECIATION BONUS DURING AMERICAN EDUCATION WEEK:** Director Haney requested approval of \$300 appreciation bonus to be paid during American Education Week at a total cost of \$65,466 that would be funded by Fund Balance. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

**APPROVAL OF 2020 LOCAL EDUCATION AGENCY COMPLIANCE REPORT:** Director Haney requested approval of the 2020 LEA Compliance Report. Justin Weaver made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF TSSD AND TEA MEMORANDUM OF UNDERSTANDING (MOU):** Director Haney and Ronny Criswell requested approval of TSSD and TEA MOU. Based on state funding, no additional money was added to the salary schedule at the beginning of the year. A one-time bonus was proposed since no additional funds were added to the salary schedule. TEA agreed that everyone should receive the same amount of bonus. It was determined that a \$300 bonus could be given while still being financially prudent. Justin Weaver made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

**DIRECTORS REPORT:** The following items were shared by Director Haney:

New Hire - Janelle Sindelar, PHS Attendance Clerk  
111<sup>th</sup> General Assembly/2020 Session Legislative Report  
Board Christmas Dinner - Wednesday, December 16th

**ADJOURNMENT:** With no further business Clint Hickerson made the motion to adjourn. Justin Weaver seconded the motion. The motion carried unanimously.

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Chairman of the Board

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Secretary to the Board



STATE OF TENNESSEE  
 DEPARTMENT OF EDUCATION  
 9<sup>th</sup> FLOOR, ANDREW JOHNSON TOWER  
 710 JAMES ROBERTSON PARKWAY  
 NASHVILLE, TN 37243-0375

**BILL LEE**  
 GOVERNOR

**PENNY SCHWINN**  
 COMMISSIONER

Date: 9/24/20  
 School System: 273, Trenton City  
 System DUNS Number: 044514784  
 Period of Performance: 3/1/2020 to 9/30/2020  
 Federal Granting Agency: US Department of the Treasury

**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT OF 2020  
 (P.L. 114-95)  
GRANTS TO LEAS – FY 2020 AMOUNT**

**Remote Learning Technology Grant**

Project Total: \$50,000,000.00

GAN Award Date: March 1, 2020

o Funds Obligated by this Award/Revision	<u>\$45,630.85</u>
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Total Funds Obligated to Recipient	\$45,630.85
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**TERMS, CONDITIONS AND FUNDING: THIS GRANT AWARD IS MADE SUBJECT TO ALL APPLICABLE STATUTES, REGULATIONS AND FUNDING LIMITATIONS IN EDGAR 2CFR200.331**

The sub-grantee will permit the State and auditors to have access to the sub-grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this grant.  
 This grant award is subject to the appropriation and availability of Federal grant funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to discontinue the Grant.  
 As deemed appropriate during the fiscal year, any condition could be added, and a modified grant award letter issued.  
 This is not a R&D grant.

Direct Inquiries to:

District.Technology@tn.gov

Vijay Gollapudi  
 Assistant Commissioner

9/24/2020  
 Date

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40210	Local Option Sales Tax	900,000.00	(201,940.29)	22.44 %	75,000.00	(100,858.77)	134.48 %
40350	Interstate Telecommunications Tax	5,000.00	(1,685.50)	33.71 %	416.67	(1,007.41)	241.78 %
40610	Current Property Tax	2,534,754.00	(382.00)	0.02 %	211,229.50	0.00	0.00 %
40620	Prior Year's Property Tax	100,000.00	(52,498.53)	52.50 %	8,333.33	(16,379.60)	196.56 %
40630	Interest And Penalty	10,000.00	(2,462.41)	24.62 %	833.33	(558.76)	67.05 %
40650	Payments In Lieu Of Taxes	2,500.00	(722.16)	28.89 %	208.33	(240.72)	115.55 %
41110	Marriage Licenses	300.00	(79.65)	26.55 %	25.00	(37.80)	151.20 %
43531	Transportation - Other State Systems	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
43570	Receipts From Individual Schools	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
43581	Community Service Fees - Children	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
43990	Other Charges For Services	22,000.00	(2,074.00)	9.43 %	1,833.33	0.00	0.00 %
44110	Investment Income	25,000.00	(3,128.06)	12.51 %	2,083.33	(918.67)	44.10 %
44120	Lease/Rentals	9,000.00	(4,575.00)	50.83 %	750.00	(1,400.00)	186.67 %
44170	Miscellaneous Refunds	0.00	(3,592.78)	0.00 %	0.00	0.00	0.00 %
44530	Sale Of Equipment	0.00	(419.00)	0.00 %	0.00	0.00	0.00 %
44570	Contributions & Gifts	1,500.00	(1,500.00)	100.00 %	125.00	0.00	0.00 %
46511	Basic Education Program	7,981,000.00	(1,596,200.00)	20.00 %	665,083.33	(798,100.00)	120.00 %
46515	Early Childhood Education	410,131.00	(71,411.07)	17.41 %	34,177.58	(71,411.07)	208.94 %
46590	Other State Education Funds	96,829.00	(21,315.17)	22.01 %	8,069.08	(11,632.23)	144.16 %
46591	Coordinated School Health ARRA	105,000.00	(18,558.10)	17.67 %	8,750.00	(18,558.10)	212.09 %
46594	Family Resource Centers ARRA	29,611.00	(8,650.89)	29.22 %	2,467.58	(8,650.89)	350.58 %
46610	Career Ladder Program	17,000.00	0.00	0.00 %	1,416.67	0.00	0.00 %
46980	Other State Grants	24,333.33	(30,668.33)	126.03 %	2,027.78	(6,335.00)	312.41 %
47143	Special Education - Grants To States	1,965.00	0.00	0.00 %	163.75	0.00	0.00 %
47303	LEA Reopening and Programmatic	0.00	(40,000.00)	0.00 %	0.00	(40,000.00)	0.00 %
49800	Transfers In	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
	<b>Total Revenues</b>	<b>12,313,923.33</b>	<b>(2,061,862.94)</b>	<b>16.74 %</b>	<b>1,026,160.28</b>	<b>(1,076,089.02)</b>	<b>104.87 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(5,314,357.00)	1,049,421.83	19.75 %	(442,863.08)	370,912.21	83.75 %
71150	Alternative Instruction Program	(255,166.00)	40,842.24	16.01 %	(21,263.83)	20,573.07	96.75 %
71200	Special Education Program	(472,343.00)	75,331.85	15.95 %	(39,361.92)	36,093.31	91.70 %
71300	Career and Technical Education	(335,781.33)	79,967.97	23.82 %	(27,981.78)	24,289.99	86.81 %
71400	Student Body Education Program	(39,435.00)	3,547.88	9.00 %	(3,286.25)	1,933.13	58.82 %
72110	Attendance	(130,919.00)	20,899.76	15.96 %	(10,909.92)	10,441.43	95.71 %
72120	Health Services	(214,218.00)	31,773.00	14.83 %	(17,851.50)	13,665.88	76.55 %
72130	Other Student Support	(433,502.00)	98,626.16	22.75 %	(36,125.17)	37,301.37	103.26 %
72210	Regular Instruction Program	(556,022.00)	100,797.24	18.13 %	(46,335.17)	31,285.98	67.52 %

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72220	Special Education Program	(51,770.00)	12,959.78	25.03 %	(4,314.17)	4,903.95	113.67 %
72230	Career and Technical Education	(41,529.00)	7,751.81	18.67 %	(3,460.75)	4,307.31	124.46 %
72250	Instructional Technology	(320,267.00)	106,611.68	33.29 %	(26,688.92)	45,758.07	171.45 %
72310	Board Of Education	(197,523.00)	59,317.00	30.03 %	(16,460.25)	1,977.11	12.01 %
72320	Director Of Schools	(165,327.00)	38,334.12	23.19 %	(13,777.25)	12,206.30	88.60 %
72410	Office Of The Principal	(731,175.00)	164,735.94	22.53 %	(60,931.25)	59,821.22	98.18 %
72510	Fiscal Services	(74,725.00)	16,146.62	21.61 %	(6,227.08)	5,309.94	85.27 %
72520	Human Services/Personnel	(102,573.00)	25,597.43	24.96 %	(8,547.75)	9,975.05	116.70 %
72610	Operation Of Plant	(953,840.00)	257,980.60	27.05 %	(79,486.67)	48,558.08	61.09 %
72620	Maintenance Of Plant	(329,844.00)	176,463.84	53.50 %	(27,487.00)	55,051.70	200.28 %
72710	Transportation	(333,270.00)	53,489.56	16.05 %	(27,772.50)	18,823.94	67.78 %
72810	Central And Other	(37,500.00)	21,684.69	57.83 %	(3,125.00)	1,055.77	33.78 %
73300	Community Services	(3,180.00)	0.00	0.00 %	(265.00)	0.00	0.00 %
73400	Early Childhood Education	(410,132.00)	72,256.45	17.62 %	(34,177.67)	32,433.57	94.90 %
76100	Regular Capital Outlay	(2,358,779.00)	2,165,244.82	91.80 %	(196,564.92)	(933,403.18)	-474.86 %
82130	Education	(615,000.00)	0.00	0.00 %	(51,250.00)	0.00	0.00 %
82230	Education	(614,093.00)	0.00	0.00 %	(51,174.42)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(15,092,270.33)</b>	<b>4,679,782.27</b>	<b>31.01 %</b>	<b>(1,257,689.19)</b>	<b>(86,724.80)</b>	<b>-6.90 %</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(2,778,347.00)</b>	<b>2,617,919.33</b>	<b>94.23 %</b>	<b>(231,528.92)</b>	<b>(1,162,813.82)</b>	<b>-502.23</b>

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44110	Investment Income	0.00	(18.42)	0.00 %	0.00	(4.57)	0.00 %
47131	Vocational Educ - Basic Grants To	26,932.36	(4,960.59)	18.42 %	2,244.36	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	426,150.11	(72,032.97)	16.90 %	35,512.51	(32,087.19)	90.35 %
47143	Special Education - Grants To States	303,283.00	(54,273.90)	17.90 %	25,273.58	(23,246.62)	91.98 %
47145	Special Education Preschool Grants	10,139.00	(8,371.36)	82.57 %	844.92	(3,711.34)	439.26 %
47146	English Language Acquisition Grants	3,416.96	0.00	0.00 %	284.75	0.00	0.00 %
47148	Rural Education	24,935.58	(4,098.67)	16.44 %	2,077.97	(2,048.36)	98.58 %
47189	Eisenhower Prof Development State	59,453.76	(2,316.39)	3.90 %	4,954.48	(658.19)	13.28 %
47301	ESSER Grant	276,323.04	(79,182.79)	28.66 %	23,026.92	(79,182.79)	343.87 %
	<b>Total Revenues</b>	<b>1,130,633.81</b>	<b>(225,255.09)</b>	<b>19.92 %</b>	<b>94,219.48</b>	<b>(140,939.06)</b>	<b>149.59 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(372,369.04)	132,099.08	35.48 %	(31,030.75)	28,400.33	91.52 %
71200	Special Education Program	(283,419.00)	64,788.39	22.86 %	(23,618.25)	23,266.21	98.51 %
71300	Career and Technical Education	(18,023.04)	10,021.05	55.60 %	(1,501.92)	(1,139.54)	-75.87 %
72120	Health Services	(83,622.00)	43,156.63	51.61 %	(6,968.50)	36.98	0.53 %
72130	Other Student Support	(12,424.28)	3,322.14	26.74 %	(1,035.36)	(3.32)	-0.32 %
72210	Regular Instruction Program	(212,981.45)	27,756.55	13.03 %	(17,748.45)	12,445.01	70.12 %
72220	Special Education Program	(30,002.00)	8,283.29	27.61 %	(2,500.17)	2,761.02	110.43 %
72230	Career and Technical Education	(1,252.00)	0.00	0.00 %	(104.33)	0.00	0.00 %
72710	Transportation	(104,406.00)	104,406.00	100.00 %	(8,700.50)	0.00	0.00 %
73100	Food Service	(1,615.00)	0.00	0.00 %	(134.58)	0.00	0.00 %
73300	Community Services	0.00	15,341.91	0.00 %	0.00	14,374.82	0.00 %
99100	Transfers Out	(10,520.00)	0.00	0.00 %	(876.67)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(1,130,633.81)</b>	<b>409,175.04</b>	<b>36.19 %</b>	<b>(94,219.48)</b>	<b>80,141.51</b>	<b>85.06 %</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>183,919.95</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(60,797.55)</b>	<b>0.00 %</b>

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	128,641.00	(3,512.35)	2.73 %	10,720.08	(943.25)	8.80 %
43522	Lunch Payments - Adults	30,000.00	(755.30)	2.52 %	2,500.00	(320.05)	12.80 %
43523	Income From Breakfast	748.00	0.00	0.00 %	62.33	0.00	0.00 %
44110	Investment Income	100.00	(15.70)	15.70 %	8.33	(4.62)	55.44 %
46520	School Food Service	32,271.00	0.00	0.00 %	2,689.25	0.00	0.00 %
46980	Other State Grants	44,530.00	0.00	0.00 %	3,710.83	0.00	0.00 %
47111	USDA School Lunch Program	500,000.00	0.00	0.00 %	41,666.67	0.00	0.00 %
47112	Account No Longer In Use	65,000.00	0.00	0.00 %	5,416.67	0.00	0.00 %
47113	Breakfast	210,000.00	0.00	0.00 %	17,500.00	0.00	0.00 %
47114	USDA - Other	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
	<b>Total Revenues</b>	<b>1,021,290.00</b>	<b>(4,283.35)</b>	<b>0.42 %</b>	<b>85,107.50</b>	<b>(1,267.92)</b>	<b>1.49 %</b>
<b>Expenditures</b>							
73100	Food Service	(1,086,290.00)	379,354.50	34.92 %	(90,524.17)	90,868.89	100.38 %
	<b>Total Expenditures</b>	<b>(1,086,290.00)</b>	<b>379,354.50</b>	<b>34.92 %</b>	<b>(90,524.17)</b>	<b>90,868.89</b>	<b>100.38 %</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(65,000.00)</b>	<b>375,071.15</b>	<b>577.03 %</b>	<b>(5,416.67)</b>	<b>89,600.97</b>	<b>1,654.17</b>

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Trenton Special School District  
Summary Financial Statement  
September 2020

User: Shannon Parra  
Date/Time: 10/29/2020 2:25 PM  
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144 School Transportation		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43531	Transportation - Other State Systems	420,710.00	(84,453.69)	20.07 %	35,059.17	(22,247.75)	63.46 %
	<b>Total Revenues</b>	<b>420,710.00</b>	<b>(84,453.69)</b>	<b>20.07 %</b>	<b>35,059.17</b>	<b>(22,247.75)</b>	<b>63.46 %</b>
<b>Expenditures</b>							
72710	Transportation	(420,710.00)	84,453.69	20.07 %	(35,059.17)	22,247.75	63.46 %
	<b>Total Expenditures</b>	<b>(420,710.00)</b>	<b>84,453.69</b>	<b>20.07 %</b>	<b>(35,059.17)</b>	<b>22,247.75</b>	<b>63.46 %</b>
<b>Total</b>	<b>144</b> School Transportation	<b>0.00</b>	<b>0.00</b>	<b>100.00 %</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>

Balance Sheet Report  
Through 10/31/2020

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	36,831.81	183,617.29	0.00	220,449.10
49	Inventory Book Store	0.00	0.00	0.00	0.00
	<b>Total Assets</b>	<b>\$36,831.81</b>	<b>\$183,617.29</b>	<b>\$0.00</b>	<b>\$220,449.10</b>
<b>Liabilities</b>					
91	General fund balance	-40,107.58	0.00	0.00	-40,107.58
	<b>Total Liabilities</b>	<b>\$-40,107.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-40,107.58</b>
<b>Revenues</b>					
304.3	Pepsi Machine	-1,440.00	0.00	0.00	-1,440.00
304.4	Tom's Machines	-249.64	0.00	0.00	-249.64
307	Donations	-18.79	0.00	0.00	-18.79
321	Board Allocations	-342.26	0.00	0.00	-342.26
333	Safety & Security	-480.00	0.00	0.00	-480.00
	<b>Total Revenues</b>	<b>\$-2,530.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-2,530.69</b>
<b>Expenditures</b>					
411	Admin Supplies & Materials	493.52	0.00	0.00	493.52
420	Other Admin Expenditures	2,124.22	0.00	0.00	2,124.22
426	Copy Machine	2,356.00	0.00	0.00	2,356.00
433	Safety & Security	282.72	0.00	0.00	282.72
452	Postage	550.00	0.00	0.00	550.00
	<b>Total Expenditures</b>	<b>\$5,806.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,806.46</b>
<b>Restricted Accounts</b>					
601	All Athletics	0.00	-28,905.44	0.00	-28,905.44
801	Beta Club	0.00	-1,928.62	0.00	-1,928.62
802	FFA Club	0.00	-18,825.45	0.00	-18,825.45
807	FCCLA	0.00	-740.36	0.00	-740.36
811	Math Club	0.00	-9.65	0.00	-9.65
813	History Club	0.00	-1.60	0.00	-1.60
814	Pep Club	0.00	-466.91	0.00	-466.91
821	Junior Rotary	0.00	-744.27	0.00	-744.27
822	HOSA	0.00	-716.41	0.00	-716.41
824	Future Teachers of America	0.00	-779.76	0.00	-779.76
825	Girls & Boys State	0.00	-38,248.74	0.00	-38,248.74
827	Peabody Pals	0.00	-670.18	0.00	-670.18
828	STEM Club	0.00	-3,565.90	0.00	-3,565.90
829	21 Plus Club	0.00	-783.30	0.00	-783.30
831	School of Rock	0.00	1.26	0.00	1.26
832	AP - Advance Placement	0.00	-14.00	0.00	-14.00
833	SAT Exam	0.00	-15.00	0.00	-15.00
901	Library	0.00	12.45	0.00	12.45
902	Cheerleaders	0.00	-5,361.51	0.00	-5,361.51
903	School Annuals	0.00	-12,637.66	0.00	-12,637.66
904	Band	0.00	-13,101.74	0.00	-13,101.74
906	Student Council	0.00	-1,617.55	0.00	-1,617.55
907	Art	0.00	-518.47	0.00	-518.47
908	Special Olympics	0.00	-344.68	0.00	-344.68
915	Project Inspire	0.00	-596.75	0.00	-596.75

**Peabody High School**

Balance Sheet Report  
Through 10/31/2020

	General	Restricted	Food Service	Total
916 Chromebook	0.00	-666.00	0.00	-666.00
931 Operating Account	0.00	-5,824.68	0.00	-5,824.68
Donations				
932 Football Donations	0.00	-19,315.90	0.00	-19,315.90
933 Girls Basketball	0.00	-1,508.46	0.00	-1,508.46
Donations				
934 Boys Basketball	0.00	-5,567.00	0.00	-5,567.00
Donations				
935 Baseball Donations	0.00	-6,372.36	0.00	-6,372.36
936 Golf Donations	0.00	-465.25	0.00	-465.25
937 Girls Soccer Donations	0.00	0.00	0.00	0.00
938 Soccer Donations	0.00	-1,826.29	0.00	-1,826.29
939 Softball Donations	0.00	-3,511.00	0.00	-3,511.00
940 Tennis Donations	0.00	-1,003.75	0.00	-1,003.75
941 Volleyball Donations	0.00	-1,115.21	0.00	-1,115.21
942 Track & Field	0.00	-1,442.27	0.00	-1,442.27
950 Football Donation / Quarterback	0.00	-4,418.88	0.00	-4,418.88
<b>Total Restricted Accounts</b>	<b>\$0.00</b>	<b>\$-183,617.29</b>	<b>\$0.00</b>	<b>\$-183,617.29</b>
<b>Grand Totals :</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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## Trenton Elementary School

Report Name: aaBalanceSheet.rpt

Balance Sheet Report  
Through 10/31/2020

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	39,368.56	20,983.58	0.00	60,352.14
15	Savings #44093565 (Bancorp South)	0.00	0.00	0.00	0.00
16	CD #756070 (Bancorp South)	0.00	0.00	0.00	0.00
17	CD #756088 (Bancorp South)	0.00	0.00	0.00	0.00
43	Bookstore Inventory	0.00	0.00	0.00	0.00
	<b>Total Assets</b>	<b>\$39,368.56</b>	<b>\$20,983.58</b>	<b>\$0.00</b>	<b>\$60,352.14</b>
<b>Liabilities</b>					
91	General fund balance	-41,230.25	0.00	0.00	-41,230.25
	<b>Total Liabilities</b>	<b>\$-41,230.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-41,230.25</b>
<b>Revenues</b>					
304	Pictures	-4,027.00	0.00	0.00	-4,027.00
313	Instructional Supplies	-458.67	0.00	0.00	-458.67
320	Interest	-36.98	0.00	0.00	-36.98
323	Book Orders	-35.39	0.00	0.00	-35.39
	<b>Total Revenues</b>	<b>\$-4,558.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-4,558.04</b>
<b>Expenditures</b>					
408	Planners	580.37	0.00	0.00	580.37
411	Folders	1,350.00	0.00	0.00	1,350.00
412	Office Supplies	861.03	0.00	0.00	861.03
418	General Supplies	55.00	0.00	0.00	55.00
421	Instructional Supplies	729.86	0.00	0.00	729.86
423	Book Orders	125.05	0.00	0.00	125.05
429	Copy Machines	2,415.83	0.00	0.00	2,415.83
499	Miscellaneous	302.59	0.00	0.00	302.59
	<b>Total Expenditures</b>	<b>\$6,419.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,419.73</b>
<b>Restricted Accounts</b>					
801	Vending Teacher Fund	0.00	-535.86	0.00	-535.86
804	Library	0.00	-3,336.88	0.00	-3,336.88
805	Accelerated Reader - AR	0.00	-17.78	0.00	-17.78
811	Fine Arts	0.00	-26.39	0.00	-26.39
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
815	PATT	0.00	-311.46	0.00	-311.46
816	Physical Education	0.00	-1,162.59	0.00	-1,162.59
817	Guidance	0.00	-18.36	0.00	-18.36
818	K - 4 Families	0.00	-14.10	0.00	-14.10
819	Yearbook	0.00	-1,785.75	0.00	-1,785.75
825	Destination Imagination (DI)	0.00	-404.03	0.00	-404.03
826	Student of the Month	0.00	-78.40	0.00	-78.40
827	Basketball	0.00	-2,662.38	0.00	-2,662.38
828	Read to Be Ready	0.00	-61.50	0.00	-61.50
829	Do Right	0.00	-8,373.41	0.00	-8,373.41
830	PreK SPED	0.00	-68.15	0.00	-68.15
831	Chrome Book Fees	0.00	-24.00	0.00	-24.00
	<b>Total Restricted Accounts</b>	<b>\$0.00</b>	<b>\$-20,983.58</b>	<b>\$0.00</b>	<b>\$-20,983.58</b>

### Trenton Elementary School

Balance Sheet Report  
Through 10/31/2020

	<u>General</u>	<u>Restricted</u>	<u>Food Service</u>	<u>Total</u>
Grand Totals :	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	7,943.35	50,027.70	0.00	57,971.05
21	CD#403819 - Security Bank	-166.59	9,980.33	0.00	9,813.74
22	CD April-#400702 - Bank of Commerce	0.00	0.00	0.00	0.00
23	CD June-#201173 - Bank of Commerce	0.00	0.00	0.00	0.00
43	Inventory Book Store	0.00	0.00	0.00	0.00
	<b>Total Assets</b>	<b>\$7,776.76</b>	<b>\$60,008.03</b>	<b>\$0.00</b>	<b>\$67,784.79</b>
<b>Liabilities</b>					
91	General fund balance	-8,296.06	0.00	0.00	-8,296.06
	<b>Total Liabilities</b>	<b>\$-8,296.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-8,296.06</b>
<b>Revenues</b>					
307	Start Up Money	-1,800.00	0.00	0.00	-1,800.00
308	Vending Machines	-222.45	0.00	0.00	-222.45
318	Student Snacks	-1,580.00	0.00	0.00	-1,580.00
320	interest	-35.30	0.00	0.00	-35.30
323	Student Incentive	-1,186.91	0.00	0.00	-1,186.91
325	Board Allocations	-1,750.60	0.00	0.00	-1,750.60
	<b>Total Revenues</b>	<b>\$-6,575.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-6,575.26</b>
<b>Expenditures</b>					
411	Start Up Money	1,800.00	0.00	0.00	1,800.00
412	Office Supplies	1,708.15	0.00	0.00	1,708.15
413	PBIS -ROAR STORE	899.74	0.00	0.00	899.74
414	Equipment & Repairs	2,021.56	0.00	0.00	2,021.56
419	Instructional Supplies	35.92	0.00	0.00	35.92
498	Student Snacks	198.30	0.00	0.00	198.30
500	Miscellaneous	269.29	0.00	0.00	269.29
556	Student Incentive	161.60	0.00	0.00	161.60
	<b>Total Expenditures</b>	<b>\$7,094.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,094.56</b>
<b>Restricted Accounts</b>					
505	Team Leader 5	0.00	0.00	0.00	0.00
506	Team Leader 6	0.00	0.00	0.00	0.00
507	Team Leader 7	0.00	0.00	0.00	0.00
508	Team Leader 8	0.00	0.00	0.00	0.00
510	Student Council	0.00	-1,339.02	0.00	-1,339.02
511	Athletic Concessions	0.00	-1.12	0.00	-1.12
512	Book Damage Fees	0.00	-908.96	0.00	-908.96
514	Chromebook fees	0.00	-295.00	0.00	-295.00
555	FCA	0.00	-46.00	0.00	-46.00
557	Art	0.00	-153.28	0.00	-153.28
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-1,762.00	0.00	-1,762.00
610	Library	0.00	-1,308.36	0.00	-1,308.36
611	Accelerated Reader	0.00	-983.05	0.00	-983.05
613	All Athletics Interest	0.00	-136.05	0.00	-136.05
614	Baseball	0.00	-882.54	0.00	-882.54
615	Basketball	0.00	-3,958.25	0.00	-3,958.25
616	Football	0.00	-18,556.92	0.00	-18,556.92
617	Soccer	0.00	-3,343.23	0.00	-3,343.23

**Trenton Rosenwald Middle School**

Balance Sheet Report  
Through 10/31/2020

		General	Restricted	Food Service	Total
618	Softball	0.00	-3,644.31	0.00	-3,644.31
619	Volleyball	0.00	-4,725.58	0.00	-4,725.58
801	Beta Club	0.00	-2,903.13	0.00	-2,903.13
904	Band	0.00	-10,357.02	0.00	-10,357.02
905	Leigh Boyce Memorial Fund	0.00	-1,960.00	0.00	-1,960.00
906	Annual	0.00	-754.96	0.00	-754.96
909	Leigh Boyce Scholarship Fund	0.00	-1,981.00	0.00	-1,981.00
	<b>Total Restricted Accounts</b>	<b>\$0.00</b>	<b>\$-60,008.03</b>	<b>\$0.00</b>	<b>\$-60,008.03</b>
	<b>Grand Totals :</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 **The Director of Schools shall:<sup>1</sup>**

- 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.<sup>2</sup>**

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.<sup>3</sup> 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.<sup>4</sup>

19 The report shall include, to the extent known by the reporter:<sup>5</sup>

- 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 investigations<sup>6</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>7</sup>

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**Legal References**

1. Public Acts of 2020, Chapter No. 708
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); Public Acts of 2020, Chapter No. 708
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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**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  
Promoting Student Welfare 6.400

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Tobacco-Free Schools</b>	Descriptor Code: <b>1.803</b>	Issued Date: <b>09/02/14</b>
		Rescinds: <b>1.803</b>	Issued: <b>06/06/06</b>

1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and  
2 associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are  
3 owned, leased or operated by the district.<sup>1,2</sup> Smoking shall be prohibited in any public seating areas  
4 including, but not limited to, bleachers used for sporting events or public restrooms.<sup>3</sup>

5 District employees and students enrolled in the district's schools will not be permitted to use tobacco or  
6 tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while  
7 they are participants in any class or activity in which they represent the school district.

8 ~~Any student who possesses tobacco products shall be issued a citation by the school principal/resource~~  
9 ~~officer.<sup>4</sup> The director of schools, in cooperation with the juvenile court and the local (police/sheriff's~~  
10 ~~department), is responsible for developing procedures for issuance of the citations which shall include~~  
11 ~~the form and content of citations and methods of handling completed citations.~~

12 ~~Parents and students shall be notified of this citation requirement at the beginning of each school year.~~

13 Signs will be posted throughout the district's facilities to notify students, employees and all other persons  
14 visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall  
15 be prominently posted (including at each ticket booth) for elementary or secondary school sporting  
16 events: *Smoking is prohibited by law in seating areas and in restrooms.*<sup>5</sup>

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## Legal References

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)
3. TCA 39-17-1604(10)
4. TCA 39-17-1505
5. TCA 39-17-1605

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date:
		Rescinds:	Issued:

## 1 ONLINE COURSES

2 High school students may earn credit to be applied toward graduation requirements by completing online  
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses  
4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school, or although the course is offered at the high school,  
6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student has been expelled from a regular school setting, but educational services are to be  
9 continued; or
- 10 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines  
11 the student requires a differentiated or accelerated learning environment.

12 The express approval of the principal/designee shall be obtained before a student enrolls in an online  
13 course. The school shall receive an official record of the final grade before credit toward graduation will  
14 be recognized.

15 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
16 monitoring of students taking online courses.

## 17 COURSE ACCESS PROGRAM

18 Students in grades seven through twelve (7-12) may participate in the statewide course access  
19 program. To become eligible to participate, students shall:

- 20 1. Meet all prerequisite requirements for the course access course; and
- 21 2. Be unable to enroll in a comparable course at the student's school because:
  - 22 a. A comparable course is not offered; or
  - 23 b. A legitimate situation exists that prevents the student from enrolling in a comparable  
24 course.<sup>1</sup>

25  
26 The Director of Schools shall develop administrative procedures to ensure that students and  
27 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access  
28 course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the Board within 5  
29 of a denial.

- 1 After a timely appeal is made, the Board will provide written notification to the student and
- 2 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
- 3 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
- 4 an error in denying the student the ability to participate in the course access program.<sup>3</sup>

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Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

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Cross References

Homebound Instruction 4.206  
Grading System 4.600  
Graduation Requirements 4.605

Click here to choose a school board.

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date:
		Rescinds:	Issued:

1 **PROMOTION<sup>1</sup>**

2 The Director of Schools/designee shall promote students to the next grade level based on the  
3 successful completion of required academic work or demonstration of satisfactory progress in each of  
4 the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless  
5 the student has shown a basic understanding of curriculum and the ability to perform the skills required  
6 in the subject of reading as demonstrated by the student's grades or standardized test results. This  
7 requirement shall not apply to students who are participating in a board-approved, research-based  
8 intervention prior to the beginning of the next school year or to students who have an individualized  
9 education program (IEP).<sup>2</sup>

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

- 13 1. Ability to perform at the current grade level;
- 14 15 2. Results of local assessments, **screening, or monitoring tools;**
- 16 17 3. State assessments, as applicable;
- 18 19 4. Overall academic achievement of the student;
- 20 21 5. Likelihood of success with more difficult material if promoted to the next grade;
- 22 23 6. Attendance record; and
- 24 25 7. Social and emotional maturity.

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

- 28 1. Date of enrollment;
- 29 30 2. Additional information acquired after results of local assessment, screening, or monitoring are  
31 32 released.

1 When a student **is considered** for retention, the student's parent(s)/guardian(s) shall be notified within  
2 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
3 avoid retention. The plan shall be developed in coordination with the student's teachers and may also  
4 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school  
5 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

6 The Director of Schools shall develop procedures governing how decisions on retention will be made  
7 after the student begins work on his/her individualized promotion plan.

### 8 *K – 3 Reading Notification*

9 If it is determined through a student's overall performance or a state or local assessment that a student  
10 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the  
11 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such  
12 determination.

### 13 **RETENTION<sup>1</sup>**

14 A student may be retained when such retention is in the best interest of the student. However, a student  
15 shall not be retained more than once in any grade.

16 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
17 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the  
18 student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall  
19 include at least one of the following strategies:

- 20 1. Adjustment to the current instructional strategies or materials;
- 21
- 22 2. Additional instructional time;
- 23
- 24 3. Individual tutoring outside of school hours;
- 25
- 26 4. Modification to the student's classroom assignment to ensure the student receives  
27 instruction from a teacher with a level of overall effectiveness of above expectations (level  
28 4) or significantly above expectations (level 5); or
- 29
- 30 5. Attendance or truancy interventions.

31 The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who  
32 are retained.

33 For the purpose of determining the effectiveness of retention toward improving student achievement,  
34 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at  
35 least three (3) times during the school year in which the student is retained.

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Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.03(6)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

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Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>10/02/19</b>
		Rescinds: <b>5.302</b>	Issued: <b>04/07/16</b>

## 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.<sup>1</sup>

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.<sup>2</sup>

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 claim  
12 for sick leave pay.

13 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
14 director of school's office.

15 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school  
16 system, provided that the director of schools of the system in which the accumulated leave was held  
17 provides notarized verification.<sup>3</sup>

18 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher  
19 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive  
20 parents are teachers only one parent may request leave. Written verification from the adoption agency  
21 or other entity handling the adoption shall be required before the leave is granted.~~

## 22 ADVANCE OF UNEARNED SICK LEAVE

23 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days  
24 which such teacher may accumulate during the remainder of the school year in which the teacher is  
25 employed. Such advance of sick leave shall be charged to sick leave accumulated in the same school  
26 year.

27 Upon the termination of the employment or at the end of the school year, any teacher using advance sick  
28 leave and not having earned sufficient days to cover any excess sick leave days used shall have deducted  
29 from the final salary payment an amount based on the daily rate of pay sufficient to cover the excess

1 days used. If such salary is not sufficient for this purpose, the teacher shall be liable for reimbursement  
2 of any amount in excess of the final salary.

### 3 **TEN-MONTH CLASSIFIED EMPLOYEES**

4 All full-time ten-month employees earn one (1) sick leave day per month or ten (10) days per year and  
5 two (2) personal days are earned one per half year. Any unused leave shall be carried over to the next  
6 school year. Upon retirement, any unused leave will be reported to TCRS for service credit. If separation  
7 from employment is due to anything other than retirement, any unused leave will be paid at the current  
8 sick leave rate.

### 9 **BUS DRIVERS**

10 Bus drivers earn one-half day of sick leave per month or five (5) per year. Any unused sick leave is paid  
11 in June, at the employee's current daily rate.

### 12 **CLASSIFIED SUPPORT PERSONNEL**

13 Sick leave is available to eligible employees at the rate of (1) day per month, or 12 days annually. If the  
14 employee does not use all of this sick leave, it will be carried over to the following year. Sick leave is  
15 cumulative. In case of illness, the employee shall inform his/her supervisor as soon as possible that s/he  
16 will not be able to report to work.

### 17 **SICK LEAVE BANK**

18 The purpose of the sick leave bank is to provide sick leave to all employees<sup>4</sup> who have suffered an  
19 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

20 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall ask the  
21 Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall be  
22 appointed and shall operate as the governing body of the sick leave bank and shall enact rules and  
23 regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum  
24 of three (3) days of sick leave. These days are to be deducted from the employee's personal  
25 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are  
26 nonrefundable and nontransferable.<sup>7</sup>

27 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee  
28 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess  
29 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick  
30 leave at the time of assessment, the first earned days shall be donated as they are accrued by the  
31 employee.<sup>7</sup>

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

35 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any  
36 year.<sup>8</sup> Membership withdrawal results in forfeiture of all days contributed.

- 1 The sick leave bank shall be operated in accordance with state law.

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Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. TCA 49-5-806

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Cross References

Workers' Compensation 3.602  
Short Term Leaves of Absence 5.300  
Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>11/06/01</b>
		Rescinds: <b>5.801</b>	Issued: <b>07/13/99</b>

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

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

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

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

- 13 1. The Board shall invite the community, including board employees, to participate in the process  
14 of selecting a director of schools by suggesting selection criteria, participating in sessions with  
15 and asking questions of the candidates and by attending board interviews with the candidates.  
16 Resumes of persons interviewed by the Board shall be available in the central office for public  
17 inspection.
- 18 2. The interview process for each finalist shall include meetings with various staff and community  
19 groups and an interview with the entire board.
- 20 3. Candidates shall be interviewed by the Board in an open session. Only board members will be  
21 allowed to ask questions during the interview.
- 22 4. The Board will attempt to select a director by unanimous vote, ~~but a two-thirds vote of the~~  
23 ~~membership of the board shall be required for the appointment of a director of schools.~~

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Legal References

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

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date:
		Rescinds:	Issued:

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. Exclusionary discipline  
 4 shall only be used as a measure of last resort. The development of each code shall involve principals  
 5 and staff members of each level and shall be consistent with the relevant policies as adopted by the  
 6 Board.<sup>1</sup>

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.<sup>2</sup> These  
 10 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
 11 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a  
 12 manner that:<sup>3</sup>

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
- 16 allowed at school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
- 19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
 25 trauma-informed discipline practices: Restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports,  
 26 behavior intervention plans.

27 **MISBEHAVIORS: LEVEL I**

28 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
 29 guidelines or interferes with the orderly operation of the school but which can usually be handled by an  
 30 individual staff member.

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

- 1 • Classroom tardiness
- 2 • Cheating and lying
- 3 • Abusive language
- 4 • Failure to do assignments or carry out directions
- 5 • Wearing, while on the grounds of a public school during the regular school day,
- 6 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 7 learning environment<sup>4</sup>
- 8 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 9 cyber-bullying, and/or hazing)

#### 10 *Disciplinary Procedures*

- 11 • The staff member intervenes immediately.
- 12 • The staff member determines what offense was committed and its severity.
- 13 • The staff member determines who committed the offense and if he/she understands the
- 14 nature of the offense.
- 15 • The staff member employs appropriate disciplinary options.
- 16 • The record of the offense and disciplinary action shall be maintained by the staff
- 17 member.

#### 18 *Disciplinary Options*

- 19 • Verbal reprimand
- 20 • Special assignment
- 21 • Restricting activities
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension

#### 29 **MISBEHAVIORS: LEVEL II**

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

#### 34 *Examples (not an exclusive listing)*

- 35 • Continuation of unmodified Level I misbehaviors
- 36 • Using forged notes or excuses
- 37 • Disruptive classroom behavior

1            *Disciplinary Procedures*

- 2            • The student is referred to the principal for appropriate disciplinary action.
- 3            • The principal meets with the student and the staff member.
- 4            • The principal hears the accusation made by the staff member and allows the student the
- 5            opportunity to explain his/her conduct.
- 6            • The principal takes appropriate disciplinary action and notifies the staff member of the
- 7            action.
- 8            • The record of offense and disciplinary action shall be maintained by the principal.

9            *Disciplinary Options*

- 10           • Teacher/schedule change
- 11           • Peer counseling
- 12           • Referral to outside agency
- 13           • In-school suspension
- 14           • Transfer
- 15           • Detention
- 16           • Suspension from school-sponsored activities or from riding school bus
- 17           • Out-of-school suspension

18    **MISBEHAVIORS: LEVEL III**

19    This level includes acts directly against persons or property but whose consequences do not seriously

20    endanger the health or safety of others in the school.

21           *Examples (not an exclusive listing)*

- 22           • Continuation of unmodified Level I and II misbehaviors
- 23           • Fighting
- 24           • Vandalism (minor)
- 25           • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 26           alcohol
- 27           • Use, possession, sale, or distribution of drug paraphernalia
- 28           • Use, sale, distribution, and/or being under the influence of drugs
- 29           • Stealing
- 30           • Threats to others
- 31           • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 32           cyber-bullying, and/or hazing)

33           *Disciplinary Procedures*

- 34           • The student is referred to the principal for appropriate disciplinary action.
- 35           • The principal meets with the student and the staff member.
- 36           • The principal hears the accusation and allows the student the opportunity to explain
- 37           his/her conduct.

- 1 • The principal takes appropriate disciplinary action.
- 2 • The principal may refer the incident to the Director of Schools and make
- 3 recommendations for consequences.
- 4 • The record of offense and disciplinary action shall be maintained by the principal.

#### 5 *Disciplinary Options*

- 6 • In-school suspension
- 7 • Detention
- 8 • Restitution from loss, damage, or stolen property
- 9 • Out-of-school suspension
- 10 • Social adjustment classes
- 11 • Transfer

#### 12 **MISBEHAVIORS: LEVEL IV**

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

17 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 18 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 19 death to another person.<sup>5</sup>

#### 20 *Examples (not an exclusive listing)*

- 21 • Continuation of unmodified Level I, II, and III misbehaviors
- 22 • Death threat
- 23 • Extortion
- 24 • Bomb threat
- 25 • Possession, use, and/or transfer of dangerous weapons
- 26 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 27 employee of the school, or a school resource officer\*
- 28 • Aggravated assault\*
- 29 • Vandalism
- 30 • Theft, possession, and/or sale of stolen property
- 31 • Arson
- 32 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 33 substance analogue, or legend drug)\*
- 34 • Use or transfer of unauthorized substances
- 35 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 36 cyber-bullying, and/or hazing)
- 37 • Electronic threat to cause bodily injury or death to another student or school employee

#### 38 *Disciplinary Procedures*

- 1           • The principal confers with appropriate staff members and with the student.
- 2           • The principal hears the accusations and allows the student the opportunity to explain
- 3           his/her conduct.
- 4           • The parent(s)/guardian(s) are notified.
- 5           • Law enforcement officials are contacted.
- 6           • The incident is reported, and recommendations are made to the Director of Schools.
- 7           • If the student’s placement is to be changed, adequate notice of the charges shall be
- 8           given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 9           hearing.

10           *Disciplinary Options*

- 11           • Other hearing authority or Board action which results in appropriate placement

12   \* Designates zero tolerance offenses.

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Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA §§ 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

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Cross References

Traffic and Parking Controls 3.403  
 Procedural Due Process 6.302  
 Student Discrimination, Harassment, Bullying,  
 Cyber-bullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date:
		Rescinds:	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 ADMINISTRATOR'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.<sup>1</sup>

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.<sup>1,2</sup>

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Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; 2014 Tenn. Op. Att’y Gen. 14-21

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Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Bus Safety and Conduct</b>	Descriptor Code: <b>6.308</b>	Issued Date:
		Rescinds:	Issued:

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.<sup>1</sup>

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.<sup>2</sup>

13 The principal of the student transported shall be informed by the bus driver of any serious discipline  
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if  
16 he/she disobeys 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 en 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.<sup>3</sup> These materials shall be maintained for 5 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.<sup>4</sup>
- 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.

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Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. TCA 49-6-2119

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Cross References

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Code of Conduct 6.300  
Suspension 6.316  
Student Records 6.600  
Annual Notification of Rights 6.401  
Inspection & Correction of Student Records 6.602

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

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

- 3 1. Entering school for the first time<sup>2</sup> and  
4  
5 2. Participation as a member of any athletic team or in any other strenuous physical activity  
6 program.<sup>3</sup>

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 their student's progress.

12 The school district will not conduct physical examinations of a student without parental consent or by  
13 court order, unless the health or safety of the student or others is in question.<sup>4</sup>

14 **IMMUNIZATIONS**

15 No students entering school, including those entering kindergarten or first grade, those from out-of-state,  
16 and those from nonpublic schools, will be permitted to enroll without proof of immunization as  
17 determined by the Commissioner of Public Health.<sup>2,5</sup> It is the responsibility of the parent(s)/guardian(s)  
18 to have their children immunized and to provide such proof to the principal of the school which the  
19 student is to attend.<sup>5</sup>

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

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

27 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

28 A list of transfer students shall be kept at each school in order that their records may be monitored by  
29 the Department of Health.

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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](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)

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Cross References

Promoting Student Welfare 6.400

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Special Education Students</b>	Descriptor Code: <b>6.500</b>	Issued Date:
		Rescinds:	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.<sup>1</sup>

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

8 Students receiving special education services shall not be restrained except as permitted by state law and  
9 regulations.<sup>3,4</sup> **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.<sup>4</sup>**

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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

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Cross References

Special Education 4.202  
Compulsory Attendance Ages 6.201  
Alternative Education 6.319

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Students from Military Families</b>	Descriptor Code: <b>6.506</b>	Issued Date:
		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.<sup>1</sup>

5 **RELOCATION OF MILITARY SERVICE MEMBER<sup>2</sup>**

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 5 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency  
11 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.<sup>3</sup>

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Legal References

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

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Cross References

- Attendance 6.200  
School Admissions 6.203