



Board of Education Regular Meeting  
July 9, 2024 6:30 PM  
Central Office Board Room  
154 Blountville Bypass  
Blountville, TN 37617

1. Call to Order
2. Approval of the Agenda
3. Consent Agenda
  - a. Meeting Minutes from June 4, June 11, June 19, and June 26, 2024
  - b. Statewide SRO Grant MOU for 2024-2025
  - c. Field Trip Requests
  - d. Copier Lease Agreement - WRHS
4. Public Comment - Agenda Items
5. Communications to the Board
  - a. Director's Comments
    - a. Skills USA Winners
6. Unfinished Business
  - a. Facility Projects/Updates
    - a. Paving Projects - Holston & Indian Springs
  - b. Henry Harr Road Property
7. New Business
  - a. Policy Updates - Waiver of Rules/Adopt on 1st Reading
    - a. Policy 1.501 Visitors to the Schools/Code of Conduct Signage
    - b. Policy 1.800 School Calendar
    - c. Policy 2.403 Surplus Property Sales
    - d. Policy 2.806 Bids and Quotations
    - e. Policy 3.202 Emergency Preparedness Plan
    - f. Policy 3.205 Security
    - g. Policy 3.400 Student Transportation Management
    - h. Policy 4.201 Class Size Ratios
    - i. Policy 4.214 Use of Artificial Intelligence Programs
    - j. Policy 4.301 Interscholastic Athletics
    - k. Policy 4.403 Library Materials
    - l. Policy 4.406 Use of the Internet/Use of Computer Systems
    - m. Policy 4.600 Grading Systems
    - n. Policy 4.603 Promotion and Retention
    - o. Policy 5.307 Physical Assault Leave
    - p. Policy 5.701 Substitute Teachers
    - q. Policy 5.802 Qualifications and Duties of the Director of Schools
    - r. Policy 6.203 School Admissions

- s. Policy 6.318 Admission of Suspended or Expelled Students
  - t. Policy 6.4052 Opioid Antagonist
  - u. Policy 6.409 Reporting Child Abuse
  - b. School Nutrition Agreements
    - a. Agreement to Administer the School Nutrition Program 2024-2025
    - b. Local Agriculture Products Compliance Plan 2024-2025
  - c. Budget Amendments
    - a. FY 2025 - CTE Perkins Basic, Revision 0
    - b. FY 2025 - CTE Perkins Reserve, Revision 0, Secondary Application
  - d. Resolution - Summer Camp 2024-2025 Budget
8. Public Comment - Non-Agenda Items
  9. Board Chairman's Comments
  10. Adjournment

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>04/10/12</b>
		Rescinds:	Issued:

**General**

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

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

**VISITOR CONDUCT**

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

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

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

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

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

### **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

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

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

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#### Legal References

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

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#### Cross References

**Board-Community Relations 1.500**  
Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
**Safety 3.201**  
Security 3.205  
**School Volunteers 4.501**  
Care of School Property 6.311

## Sullivan County Schools

### Visitor Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:

1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.
15. Violate any applicable federal or state statute, local ordinance, or board policy.

***If you have questions about this Code of Conduct, please refer to the school system's online Policy Manual located at [www.sullivank12.net](http://www.sullivank12.net) (Policy 1.501), and/or contact Central Office at 423-354-1000.***

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <h2 style="margin: 0;">School Calendar</h2>	Descriptor Code: <b>1.800</b>	Issued Date: <b>09/12/16</b>
		Rescinds: <b>1.800</b>	Issued: <b>04/10/12</b>

No later than the end of the school year, the Board will adopt, upon the recommendation of the director of schools, an official school calendar for the succeeding school year<sup>1</sup>. ~~The calendar will be developed by the Director's designee and a board member appointed by the Chair.~~ The calendar will identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be revised by the Board, upon recommendation of the director of schools, due to inclement weather or other factors. ~~The board encourages that conflicts with religious holidays be avoided if possible.~~

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

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certified personnel; and
- Four (4) discretionary days.

**Students will not attend on Local and Presidential Election Days.**<sup>2</sup>

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

~~The director of schools shall plan each year's program accounting for a 200-day year and shall recommend it to the Board for approval.~~

The calendar shall be distributed to the school staff at the opening of the school term.

## STUDENT ATTENDANCE DAYS

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

## IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.<sup>2</sup>

## DISCRETIONARY DAYS

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

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Legal References

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

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Cross References

**Board Member Development Opportunities Act 1.204**  
**Reporting Student Progress 4.601**  
Compensation Guides and Contracts 5.110  
In-Service and Professional Learning Opportunities 5.113  
Attendance 6.200

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: <b>2.403</b>	Issued Date: <b>10/03/19</b>
		Rescinds: <b>2.403</b>	Issued: <b>04/10/12</b>

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

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

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).<sup>2</sup>

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.<sup>3</sup>

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

## **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**

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

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

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Legal References

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Cross References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Duties of Officers 1.201  
Inventories 2.702  
Textbooks 4.401

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date:
		Rescinds:	Issued:

All purchases of supplies, materials, equipment, and contractual services in excess of \$50,000 including those of individual schools, shall be based on competitive bids.<sup>1</sup> These bids shall be solicited by advertisement in a newspaper of general circulation within the school district. The purchasing agent shall advertise for bids and receive quotations. The advertisement may be waived by the purchasing agent in an emergency.<sup>2</sup>

All purchases of \$20,000 or less, including those of individual schools, may be made in the open market without newspaper notice but shall, whenever possible, be based on at least three (3) competitive bids.<sup>2</sup>

The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons relative to the purpose of the purchase.<sup>3</sup> Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

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

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

**EXEMPTIONS FROM COMPETITIVE BIDDING**

Contracts for legal services, educational consultants, services from an insurance provider, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>4</sup>

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Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2022, Chapter No. 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 1016
3. TCA 49-2-203(a)((D)(c)
4. TCA 12-3-1209; TCA 12-4-107; Public Acts of 2022, Chapter No. 719; TCA 29-20-407

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Cross References

- Executive Committee 1.301  
 Consultants 1.303  
 Conflict of Interest 5.601



# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="text-align: center;">Emergency Preparedness Plan</h2>	Descriptor Code: <h3 style="text-align: center;">3.202</h3>	Issued Date: <h3 style="text-align: center;">08/08/23</h3>
		Rescinds: <h3 style="text-align: center;">3.202</h3>	Issued: <h3 style="text-align: center;">01/10/23</h3>

## *General*

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

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

## **FIRE AND SAFETY DRILLS**

The principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is given every thirty (30) days of the school year, with two (2) fire drills to be conducted within the first thirty (30) full days of the school year.<sup>2</sup> Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.<sup>2</sup>

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

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

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

## **ANNUAL DRILLS**<sup>4</sup>

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

- <sup>1.</sup> An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and
3. An emergency safety bus drill.

### **AED DRILLS<sup>5</sup>**

All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall ensure the drill occurs.

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

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

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

### **REMOTE LEARNING DRILLS<sup>7</sup>**

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

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#### Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)

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#### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

4. TCA 49-6-807; Public Acts of ~~2023~~**2024**, Chapter No. ~~367563~~
5. **TCA 49-6-807**
6. TCA 49-2-122; TCA 49-6-1208; **Public Acts of 2024, Chapter No. 625**
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="margin: 0;">Security</h2>	Descriptor Code: <b>3.205</b>	Issued Date: <b>08/08/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>01/10/23</b>

*General<sup>1</sup>*

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

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

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

The principal shall **immediately** call law enforcement officials **and the Director of Schools** in cases involving illegal entry, **assault and battery resulting in serious personal injury or involving the use of a weapon,** building damage, theft ~~or~~, vandalism **endangering life health, or safety, or valid threats of mass violence**.<sup>4</sup> **The Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director of Schools shall report all signing of such complaints to the Board.**

~~The principal shall notify the director of schools as soon as practical but no longer than twenty-four (24) hours, after each case of vandalism, theft, building damage and illegal entry.~~

~~The Director of Schools/designee is authorized to sign a criminal complaint and to press charges. The Director of Schools shall report all signing of such complaints to the Board.~~

**AFTER SCHOOL HOURS**

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

### **LAW ENFORCEMENT SERVICES<sup>1</sup> (if applicable)**

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

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

1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment;
2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment . Every year thereafter the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.<sup>3</sup>
3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision and discipline, ~~though the Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.~~
4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Director **of Schools**.
5. ~~In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:~~
  - a. ~~To **Representing** and carrying out the policies of the law enforcement agency assigning the SROs;~~
  - b. ~~To **Supervising** the SROs in the performance of their duties;~~
  - c. ~~To **Consulting** with the Director **of Schools** regarding the best use of the available resources for school policing; and~~
  - d. ~~To **Resolving** disputes between the SROs and students or faculty members.~~

6.—The ~~memorandum~~ **MOU** may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the ~~memorandum~~ **MOU**. However, the ~~memorandum~~ **MOU** shall contain a provision allowing the Director **of Schools** to suspend the active participation of the SROs in the event that the Director **of Schools believes that such suspension is best for** ~~certifies that~~ the health, safety or well being of the students or ~~faculty~~ **staff** members, ~~require the immediate suspension.~~

## **CYBERSECURITY<sup>4-6</sup>**

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

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### Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. **TCA 49-6-817**
4. Public Acts of ~~2023~~**2024**, Chapter No. ~~367~~**882**
5. TCA 49-6-4217
6. TCA 49-6-805(9)

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### Cross References

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

## Sullivan County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>01/09/18draft</b>
		Rescinds: <b>3.400</b>	Issued: <b>02/03/1401/09/18</b>

**Non-Contracted School Buses** shall be maintained and operated in accordance with state law and State Board Rules in accordance with the specifications developed by the Department of Education and Regulations approved by the Department of Safety.<sup>1</sup>

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.<sup>2</sup> Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.<sup>3</sup>

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

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

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

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

**Contracted School Buses** shall be contracted annually by the ~~director~~Director of ~~schools~~Schools or as otherwise authorized by the board with individual owners of buses to provide student transportation services.<sup>4</sup>

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.<sup>42</sup> Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.<sup>3</sup>

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

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

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

### RESPONSIBILITIES OF BUS OWNERS

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education and National Highway Traffic Safety Administration.
2. Each bus driver shall obey all applicable state rules and regulations.
3. A school bus owner shall give four weeks written notice to the board when he/she wishes to terminate his/her bus operation contract.
4. Each school bus owner shall have on file in the ~~director~~Director of ~~schools~~Schools' office a current statement of liability and property damage insurance coverage carried on the bus.
5. Each school bus owner must specify for the ~~director~~Director of ~~schools~~Schools' approval the name of the designated driver and at least one substitute driver of his/her bus.
6. Each school bus driver shall submit to the ~~director~~Director of ~~schools~~Schools the results of his/her latest physical examination.
7. By the end of the first month of each school year, each bus owner shall file with the ~~director~~Director of ~~schools~~Schools, on forms approved by the board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.
8. Participate fully in the complaint process as outlined below.
9. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

### SCHOOL BUS DRIVERS

Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the school district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Director of Schools.<sup>4</sup>

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

### TRANSPORTATION SUPERVISOR'S SUPERVISOR<sup>6</sup>

The ~~director~~Director of ~~schools~~Schools shall appoint a ~~transportation supervisor~~Transportation Supervisor for the ~~system~~district. He/she shall be responsible for the monitoring and oversight of the transportation services for the district.

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

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

### **COMPLAINT ~~PROCESS~~ PROCESS**

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

1. All complaints shall be submitted to the transportation supervisor.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

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

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

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

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

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

### **RECORDKEEPING**

### **RECORDKEEPING**

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

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

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#### Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05](#)
2. [Public Acts of 2017, Chapter No. 289\(1\)\(d\)\(3\)](#)
3. [TRR/MS 0520-01-05 .2\(1\); TCA 49-6-2101](#)
4. [Public Acts of 2017, Chapter No. 289\(1\)\(d\)\(3\)](#)
5. [Public Acts of 2017, Chapter No. 289\(1\)\(a\) \(e\)](#)
6. [Public Acts of 2017, Chapter No. 289\(1\)\(d\)\(2\)](#)
7. [Public Acts of 2017, Chapter No. 289\(1\)\(d\)\(5\)](#)
8. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
9. [TCA 49-6-2116\(d\)\(3\)](#)
10. [Public Acts of 2024, Chapter No. 548](#)
11. [TCA 49-6-2107](#)
12. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
13. [TCA 49-6-2116\(a\)-\(c\)](#)
14. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
15. [TCA 49-6-2116\(d\)\(5\)](#)

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#### Cross References

- [Bus Safety and Conduct 6.308](#)  
[Homeless Students 6.503](#)

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: <b>4.201</b>	Issued Date: <b>04/23/20</b>
		Rescinds: <b>4.201</b>	Issued: <b>04/10/12</b>

*General*<sup>1</sup>

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

**WAIVERS**

The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these class sizes do not exceed the maximum **class size set for CTE. For grades six through eight (6-8), the class size may be extended, but the class size and average must not exceed those for general education classes in grades seven through twelve (7-12).**<sup>2</sup>

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

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

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Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.03(4)
2. **TCA 49-1-104(g); Public Acts of 2024, Chapter No. 712**

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Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607**
- Religious Content of Courses 4.804

Student Goals 6.100

Student Concerns, Complaints, and Grievances 6.305

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.214</b>	Issued Date:
		Rescinds:	Issued:

## *General*

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.<sup>1</sup>

~~Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval to outline the district expectations regarding the staff and/or student use of AI platforms.~~

~~District technology staff is tasked with overseeing the implementation of AI programs. These staff members will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval.~~ **Any staff members utilizing AI shall work with the District Technology Department to ensure compliance with district policies as well as state and federal student data privacy laws.** Any approved **utilized** programs shall be accessible to all students.

Employees **or students** shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall ~~incorporate~~ **offer** training programs on AI ~~into~~ **as part of** professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

## **STAFF USE**

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would :
  - a. Violate the terms of the use of the AI tool;

- b. Would mislead a supervisor or others as to the nature of the work; or
  - c. Would be inconsistent with the teacher code of ethic;<sup>2</sup>
2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
  3. ~~Outputs from AI programs shall be verified by reliable sources, as specified in provided professional development, and reviewed prior to use in order to reduce the risk of errors and inaccuracies;~~
  4. ~~Outputs shall not be incorporated into proprietary content or works; and~~
  5. ~~[Insert any other local expectations.]~~

## STUDENT USE

Teachers may allow students to use ~~approved~~ AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

## ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

## NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. ~~An approved list of AI programs will be provided by [insert method (e.g., posting on the website, inclusion in the student handbook)].~~

## REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1<sup>st</sup>.

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Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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Cross References

Use of the Internet 4.406

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>12/07/23</b>
		Rescinds: <b>4.301</b>	Issued: <b>09/14/17</b>

## *General*

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

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips.

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

## **INSURANCE AND PHYSICAL EXAMINATIONS**

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

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

## **SCHEDULING CONFLICTS**

No principal or teacher ~~of any school under the control of the Board~~ shall dismiss his/her school or any group of students for the purpose of ~~permitting them to~~ **attending** practice ~~or play of~~ any interscholastic sport ~~within the regular school hours of any~~ **during the** school day ~~of the week~~ without

written permission from the Board. This does not prevent the inclusion of training lessons in the daily school program.<sup>4</sup>

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

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

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

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

#### **PROHIBITION AGAINST HAZING**

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

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

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

#### **PERSONAL CONDUCT AT SPORTING EVENTS**

**Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches, and spectators.**

**In the event any student of Sullivan County Schools behaves in a manner that violates the Code of Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the Sullivan County Schools until such fine has been reimbursed to the Board.**

## Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS  
0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. **Public Acts of 2024, Chapter No. 639**

## Cross References

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

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b style="text-align: center;">Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>08/08/23</b>
		Rescinds: <b>4.403</b>	Issued: <b>04/10/12</b>

*General*

The Curriculum Supervisors shall be responsible for library collection development. **He/she shall post the list of library materials online.** Library materials shall be reviewed to ensure the content aligns with state law.<sup>1</sup> **Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability.<sup>1</sup>A list of new materials shall be reviewed by the Curriculum Supervisors.**

**The Curriculum Supervisors shall be responsible for periodically reviewing the district’s library collection in line with the standards established below. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.**

**STANDARDS<sup>2</sup>**

The library collection shall adhere to the following criteria:

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

**Any materials that meet the following criteria shall be removed and excluded from the district’s library collection:**

- 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law<sup>2</sup>;**
- 2. Are patently offensive as defined in state law; or**

### 3. Appeal to the prurient interest as defined by state law.

#### The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

~~Curriculum Supervisors shall be responsible for periodically reviewing the district's library collection in line with these established standards. He/she shall post the list of library materials online.~~

#### COMPLAINTS<sup>24</sup>

##### ~~Tier One~~

#### If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a formal Request for Reconsideration of Instructional Materials **form**.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

~~Upon receipt of the completed form, the principal requests review of the challenged materials by an ad hoc materials review committee within fifteen (15) working days, and notifies the appropriate supervisor and the director of schools that such review is being done.~~ **must notify the Director of Schools.** ~~The review committee is appointed by the principal, and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.~~ **The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) days. If the principal appoints a review committee, it should include certified library media personnel, representatives from classroom teachers, and one or more parents.**

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
4. Complete the appropriate Checklist for Reconsideration of Instructional Materials, judging the material for its strength and value.

**The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.**

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

### **REMOVAL OF LIBRARY MATERIALS**

**If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.**

#### **Tier Two**

~~The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~

#### **Tier Three**

~~The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.~~

~~If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.~~

## Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of ~~2023~~**2024**, Chapter No. ~~472~~**782**
3. **TCA 39-17-901**
4. **TCA 49-6-3803**

## Cross References

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

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of the Internet/Use of Computer Systems</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>06/11/24</b>
		Rescinds: <b>4.406</b>	Issued: <b>05/04/17</b>

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

## Employees

Before any employee is allowed use of the district's network, either for internal or external (internet) usage, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's network or any district owned computer system and/or network enabled device, for any purpose, agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. All employees must maintain confidentiality of all computer systems, to include passwords, any and all student information, and all other information obtained from and pertaining to the Sullivan County Department of Education computer system.

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

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access to any computer or the SCDE network

- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

### **Students**

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

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access of computers or the network
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

### **INTERNET SAFETY MEASURES**

Internet safety measures shall be implemented that effectively address the following:

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

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

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students;<sup>3,4</sup>
- Maintaining and securing a usage log; and
- Monitoring on-line activities of students.<sup>2</sup>

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.<sup>2</sup>

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

**Complaints alleging a violation of the internet safety measures shall be submitted to the Director of Schools. All complaints shall be reviewed to determine how to appropriately respond.**

#### **EMAIL/DATA**

All SCDE account data, including email communications, stored or transmitted, shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.<sup>5</sup>

- Google Account/Email access will be suspended immediately for all employees who are terminated or leave the district for any reason. During this suspension, we will ensure the retention of all Google data, including emails and files stored on Google Drive, for the purpose of e-discovery only for a specified period, set one (1) year. During this one-year period, retrieval requests will not be entertained under any circumstance. Following this retention period, all data will be securely deleted.
- For students who transfer out of the district, their access to the Sullivan County Department of Education Google account will be preserved for a grace period of 24 hours. Subsequently, the account will be suspended, leading to the discontinuation of access to associated data.
- Upon graduation, or the determined time frame for transferred students to be considered graduated, students will retain access to their Sullivan County Department of Education Google account until July 1<sup>st</sup> of the subsequent academic year. Following this date, all access will be terminated, and all associated data will be permanently deleted.

## **INTERNET SAFETY INSTRUCTION<sup>6</sup>**

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

While we have safety measures in place to mitigate malicious emails, it is important to recognize that risks can still arise in our ever-evolving digital environment. Both staff and students are urged to exercise utmost caution and adhere to zero-trust policies when encountering suspicious emails. Before clicking on any links or opening attachments, it is imperative to verify the legitimacy of the sender and content. If an email is suspected to be malicious, it should be promptly reported as spam and deleted. Your proactive approach to cybersecurity is vital in maintaining the integrity of our digital ecosystem.

## **SOCIAL NETWORKING**

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. District staff are encouraged to establish and maintain communication with students and parents on educational matters only, and through resources such as district based email, web portal accounts, or other venues approved by the principal. Any communication created or received by an employee in his or her capacity as such is subject to retention, and perhaps disclosure under public records law.
4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would

be unacceptable in a non - technological medium is unacceptable when done through the use of technology.

## VIOLATIONS

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

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### Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\)–\(C\)](#), [254\(l\)](#); [47 CFR § 54.520\(c\)\(1\)\(i\)](#); [20 USCA § 7131](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901](#); [TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)

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### Cross References

Use of Electronic Mail (E-mail) 1.805  
Webpages 4.407

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in December</b>	Descriptor Term:  <h2 style="text-align: center;">Grading System</h2>	Descriptor Code: <b>4.600</b>	Issued Date: <b>07/12/22</b>
		Rescinds: <b>4.600</b>	Issued: <b>12/05/19</b>

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

The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students and parent(s)/guardian(s).<sup>3</sup>

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

**GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>+2</sup>**

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students’ grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

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

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

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

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and ~~Dual~~ **Enrollment Courses** – four (4) percentage points; and

- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses, **and Dual Enrollment Courses**
- 
- – five (5) percentage points.

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

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

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

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

### LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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#### Legal References

1. **TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)**
2. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; ~~Public Acts of 2022, Chapter No. 1080~~ **TCA 49-6-407**
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

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#### Cross References

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

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>02/01/24</b>
		Rescinds: <b>4.603</b>	Issued: <b>04/23/20</b>

## *General*

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

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

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

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

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

## **VOLUNTARY RETENTION**

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

- 1. The student has a documented academic or behavioral delay; and**
- 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>**

### **PROMOTION PLANS<sup>5</sup>**

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

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

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirement for students in third and fourth grade.<sup>6</sup>

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.<sup>7</sup>

### **RETENTION<sup>6</sup>**

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

#### *Decision of Retention – General<sup>8</sup>*

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall include at least one of the following strategies:

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

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

#### *Decision of Retention – Third Grade<sup>9</sup>*

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

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

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

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

*Decision of Retention – Fourth Grade<sup>9</sup>*

Students in the following categories ~~shall show adequate growth in the following ways before being promoted to the fifth grade:~~ **may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:**

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

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

1. **If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:**
2. **The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.**
3. **The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.**
4. **At the conclusion of the conference, a majority of the parties shall agree to one of the following:**
  - a. **The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth grade year; or**

**b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.**

*Decision of Retention – Students with Disabilities*<sup>10</sup>

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

**APPEALS** <sup>7,11,12</sup>

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within three (3) days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) days to determine if the student will be promoted and issue such decision within three (3) days. Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within three (3) days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within three (3) days.

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>12</sup>

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Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. **Public Acts of 2024, Chapter No. 829**
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#). **Public Acts of 2024, Chapter No. 989**

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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

12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/08/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>09/09/13</b>

**General**

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

A teacher **Any employee** who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work.

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

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

**PHYSICIAN STATEMENT**

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the director of schools may also be required to verify the extent of the injury.<sup>2,3</sup>

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Legal References

1. **Public Acts of 2024, Chapter No. 915**
2. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 839

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Cross References

- Worker's Compensation 3.602
- Sick Leave 5.302
- Long Term Leaves of Absence 5.304

3. TRR/MS 0520-01-02-.04(4)(b)

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>07/14/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>03/03/22</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the Board or by a third-party employer through an agreement between such third-party employer and the Board.

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

## APPLICATION/QUALIFICATIONS

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

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

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with board policy, state laws, and State Board of Education rules and regulations.

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

## COMPENSATION

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

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

## CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup>

When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

## EMERGENCY NEEDS

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

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

## TRAINING AND ORIENTATION

The Director of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers **that includes the annual safety training required by state law.**<sup>7</sup>

## RESPONSIBILITIES

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

## RE-EMPLOYMENT/TERMINATION

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

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

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### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. **Public Acts of 2024, Chapter No. 735: TCA 49-6-805(7)**

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### Cross References

Background Investigations 5.118  
Employment of Retirees 5.119

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>08/18/22</b>
		Rescinds: <b>5.802</b>	Issued: <b>02/07/19</b>

## QUALIFICATIONS

1. A professional educator's license
2. A master's degree in education with a preference for a doctorate degree
3. Ten years of successful experience in school administration
4. Such other qualifications as the Board deems desirable

**REPORTS TO:** The Board of Education

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

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

**SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all ~~parts of the physical plant~~ **facility management**, and to the conduct of such other duties as may be assigned by the Board. The **D**irector of **S**chools may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## ESSENTIAL FUNCTIONS

### *General Administrative*

1. Provides leadership in identification of priorities and assures that all activities reflect those board-established priorities.
2. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
3. Prepares, in conjunction with the ~~board president~~ **Chair**, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.
4. Attends all regular and special meetings of the Board and keeps a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.

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

### **Financial Management**

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

### **Personnel Administration**

1. **Establishes lines of authority which shall be approved by the Board and shown on the district organization chart. Lines of authority shall not restrict the practical working relationship of all staff members at all levels.**
2. Employs such personnel as may be necessary within the limits of budgetary provisions and recommends to the Board teachers who are eligible for tenure.
3. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions.
4. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
5. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the welfare and improvement of the schools.

6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives from employees' communications to be made to the Board.
7. Evaluates principals annually.
8. **Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, or who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension, revocation, or formal reprimand or who have been convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.**<sup>2</sup>

### **Instructional Leadership**

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

### **Community/Public Relations**

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.

- ~~4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.~~
5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the school system and its interests in community organizations, activities and projects.

**TERMS OF EMPLOYMENT:** ~~Twelve (12) months a year.~~ Serves in accordance with the terms of the contract between the **B**oard and the **D**irector of **S**chools. Salary to be determined by the Board.

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

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

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Legal References

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Cross References

1. TCA 49-2-301
2. **TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); TCA 49-5-106(f); Public Acts of 2024, Chapter No. 577**

Executive Committee 1.301  
Board-Media Relations 1.502  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: <b>6.203</b>	Issued Date: <b>04/10/12</b>
		Rescinds: <b>3000</b>	Issued: <b>06/04/07</b>

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> ~~There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and~~
3. Evidence of state-required immunization **or exemption as authorized by state law.**<sup>3</sup>
4. Proof of residence.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.<sup>4</sup>

A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the **district central** office.<sup>4</sup>

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

## **ADJUDICATED DELIQUENT STUDENT**<sup>6</sup>

~~Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.~~<sup>5</sup>

**A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:**

- 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;**  
**or**
- 2. Changes schools within this state.**

**This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker, or psychologist who is developing a plan for the student while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.<sup>7</sup>**

**Cross References**

**Admission of Suspended/Expelled Student 6.318**

**Homeless Students 6.503**

**Migrant Students 6.504**

**Students in Foster Care 6.505**

**Students From Military Families 6.506**

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-13-.01(1)(a); **20 USCA §1232h(c)**
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. ~~TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)~~
6. TCA 37-1-153e, 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-30519d)

# Sullivan County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>11/03/22</b>
		Rescinds: <b>6.318</b>	Issued: <b>04/10/12</b>

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which ~~she~~ he/she seeks enrollment.

After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension/expulsion from the former school ~~district, system and make a recommendation to the Board to approve or deny the request.~~ **The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.<sup>1</sup>Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.**

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school district.

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Legal References

1. **Public Acts of 2024, Chapter No. 721**
2. TCA 49-6-3401(f); **20 USCA § 1232g(b)(4),(h)**  
 Public Acts of 2022, Chapter No. 868; ~~20 USCA § 1232g(b)(4), (h)~~

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Cross References

- School Admissions 6.203  
 Student Records 6.600-~~604~~

# Sullivan County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>09/04/18</b>
		Rescinds:	Issued:

## **General**

The **school** district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> **The opioid antagonist shall be stored in accordance with the manufacturer's instructions.**<sup>2</sup> School nurses, ~~SRO Officers~~, and other school personnel expected to provide emergency care to students shall be trained according to the Tennessee Department of Health guidelines. The school nurse or other trained school personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing protocol from a physician.

**School district staff shall not prohibit a student, employee, or visitor from possessing an opioid antagonist while the person is on school property or attending a school-sponsored activity held at a location that is not school property.**<sup>2</sup>

## **PARENTAL NOTIFICATION**

The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist has been administered.

## **PROCEDURES**

The director of schools shall develop procedures for the maintenance and usage of opioid antagonists as well as procedures regarding record keeping and reporting after any incident.

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### Legal References

1. State Board of Education Policy 4.205; **TCS 49-50-1604**
2. **Public Acts of 2024, Chapter No. 629**

# Sullivan County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>11/05/20</b>
		Rescinds: <b>6.409</b>	Issued: <b>08/13/20</b>

*General*

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

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school **and submit this information to the Department of Children’s Services;**
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all ~~school personnel~~ **employees working directly with students** annually complete the child abuse training program required by state law.<sup>2</sup>

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

**REPORTING<sup>3</sup>**

Sullivan County Employees

~~“(a) Notwithstanding § 37-5-107 or § 37-1-612, if a school teacher, school official, or other school personnel has knowledge or reasonable cause to suspect that a child who attends the school may be a victim of child abuse or child sexual abuse sufficient to require reporting pursuant to § 37-1-403 or § 37-1-605, then the school teacher, school official, or other school personnel must follow the procedures outlined in subsection (d).” Report by telephone or otherwise to the 3 agencies listed below:~~

- ~~1. Child Abuse Coordinator at the school~~
- ~~2. Department of Children’s Services~~
- ~~3. SRO or Law Enforcement of the city where the child resides~~

Non-Sullivan County Employees

~~TCA 37-1-605 “(a) Any person, including, but not limited to, any:~~

~~(8) — Neighbor, relative, friend or any other person who knows or has reasonable cause to suspect that a child has been sexually abused; shall report such knowledge or suspicion to the department in the manner prescribed in subsection (b).<sup>22</sup>~~

- ~~1. Department of Children's Services;~~
- ~~2. the Sheriff of the County where the child resides;~~
- ~~3. the Chief Law Enforcement Officer of the city where the child resides; or~~
- ~~4. to the juvenile court having jurisdiction over the child.~~

To report child abuse, call **the Department of Children's Services: HOTLINE: 1-877-237-0004**

Or, report online at the following secure website:

<https://apps.tn.gov/earat/>

**All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.<sup>5</sup>**

- 1. The report shall include, to the extent by the reporter:<sup>6</sup>**
- 2. The name, address, telephone number, and age of the child.;**
- 3. The name, telephone number, and address of the parents or persons having custody of the child;**
- 4. The nature and extent of the abuse or neglect; and**
- 5. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.**

**The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.**

## CONFIDENTIALITY

District employees shall keep all information regarding any child abuse confidential in accordance with state law.

## INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations ~~47~~ including permitting DCS teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another

student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>58</sup>

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Legal References

1. ~~H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly (2020)~~**TCA 49-6-1601; Public Acts of 2024, Chapter No. 571**
2. TCA 37-1-408
3. TCA 37-1-403(a); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4); ~~H.B. 2461, 111<sup>th</sup> Tenn. Gen. Assembly (2020)~~; TCA 37-1-403(b)
4. **TCA 37-1-403(a)(2); TCA 49-6-1601**
5. **TCA 49-6-1601(d)(1)(1)(B)(v)**
6. **TCA 37-1-403(b)**
7. TCA 37-1-611(b)
8. 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,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
**Promoting Student Welfare 6.400**



ePlan Home
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Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
<b>ePlan Sign Out</b>

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<b>Production</b>
Session Timeout
(Hide Timer)
00:29:53

## Budget Overview

Sullivan County (820) Public District - FY 2025 - CTE Perkins Basic - Rev 0 - CTE Perkins Basic

### Indirect Cost Guide

Total Allocation	\$200,180.45
Existing Budget In Categories Not Eligible for Indirect Cost	\$58,277.02
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$141,903.43
Indirect Cost Rate	0.47%
Max Available Budget In Categories Eligible for Indirect Cost	\$141,239.61
Max Indirect Cost	\$663.82

Filter by Location:

[Show Unbudgeted Categories](#)

Account Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	72710 - Transportation	Total
<b>Line Item Number</b>					
162 - Clerical Personnel	0.00		2,284.00		2,284.00
189PD - Other Salaries & Wages (PD)		5,000.00			5,000.00
201 - Social Security	0.00	312.00	144.00	0.00	456.00
204 - Pensions	0.00	458.00	210.00	0.00	668.00
212 - Employer Medicare	0.00	75.00	37.00	0.00	112.00
315C - Contracts with Vehicle Owners			0.00	8,000.00	8,000.00
399PD - Other Contracted Services (PD)		600.00			600.00
429 - Instructional Supplies & Materials	17,622.43				17,622.43
471 - Software	11,000.00				11,000.00
499 - Other Supplies and Materials	20,000.00	0.00	0.00		20,000.00
524 - In-Service / Staff Development			5,500.00		5,500.00
524PD - In-Service / Staff Development (PD)		34,261.00			34,261.00
599 - Other Charges	6,000.00	0.00	0.00		6,000.00
599C - Other Charges (CTSO)		31,000.00			31,000.00
730 - Vocational Instruction Equipment	57,677.02				57,677.02
<b>Total</b>	<b>112,299.45</b>	<b>71,706.00</b>	<b>8,175.00</b>	<b>8,000.00</b>	<b>200,180.45</b>
				<b>Adjusted Allocation</b>	<b>200,180.45</b>
				<b>Remaining</b>	<b>0.00</b>



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Reports
Inbox
Planning
Monitoring
Funding
Data and Information Reimbursement Requests
Project Summary
LEA Document Library
Address Book
TDOE Resources
Help for Current Page
Contact TDOE
ePlan Sign Out

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## Budget Overview

Sullivan County (820) Public District - FY 2025 - CTE Perkins Reserve - Rev 0 - Secondary Application

Go To

Filter by Location:    
[Show Unbudgeted Categories](#)

Account Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	Total
<b>Line Item Number</b>				
<b>189 - Other Salaries &amp; Wages</b>	0.00	20,745.00		20,745.00
<b>201 - Social Security</b>	0.00	1,290.00		1,290.00
<b>204 - State Retirement</b>	0.00	1,871.00		1,871.00
<b>212 - Employer Medicare</b>	0.00	304.00		304.00
<b>355 - Travel</b>		0.00	4,700.00	4,700.00
<b>471 - Software</b>	2,500.00			2,500.00
<b>499 - Other Supplies and Materials</b>	7,090.00	0.00		7,090.00
<b>524 - In-Service / Staff Development</b>		5,000.00	0.00	5,000.00
<b>730 - Vocational Instruction Equipment</b>	6,500.00			6,500.00
<b>Total</b>	16,090.00	29,210.00	4,700.00	50,000.00
			<b>Adjusted Allocation</b>	50,000.00
			<b>Remaining</b>	0.00

Go To



*Sullivan County*  
*Board of County Commissioners*  
*242<sup>nd</sup> Annual Session*

Item  
No. 2024-7-

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of July, 2024.

**RESOLUTION to Recognize the FY 2024 Summer Learning Camps Grant Funds in the General Purpose School Fund**

**WHEREAS**, the Sullivan County Department of Education has received funding through the state of Tennessee to support Summer Learning Camps; and

**WHEREAS**, the funds granted to Sullivan County Department of Education for the 2023-24 year are \$983,357.08 and \$53,005.91 was spent during 2023-24; and

**WHEREAS**, funds not spent in the 2023-24 fiscal year are available to roll over into the 2024-25 school year.

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Sullivan County, Tennessee, assembled in Regular Session hereby authorizes the Sullivan County Department of Education to recognize said remaining grant funds in the General Purpose School Fund; not to exceed the above amount (\$930,351.17). The revenue and expenditure account codes for the grant are as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
46590-55	Other State Grants	678,060.02
47590-55	Other Federal Grants	101,319.31
46590-58	Other State Grants	150,971.84
71100-100-55	Personnel	469,128.00
71100-200-55	Employee Benefits	84,500.00
71100-300-55	Contracted Services	20,475.01
71100-400-55	Supplies & Materials	31,926.32
72120-100-55	Personnel	24,800.00
72120-200-55	Employee Benefits	4,100.00

72120-300-55	Contracted Services	1,000.00
72130-100-55	Personnel	18,000.00
72130-200-55	Employee Benefits	2,350.00
72210-100-55	Personnel	54,715.00
72210-200-55	Employee Benefits	10,050.00
72710-300-55	Contracted Services	44,000.00
72710-100-58	Personnel	2,075.00
72710-200-58	Employee Benefits	403.00
72710-300-58	Contracted Services	148,493.84
73100-100-55	Personnel	13,200.00
73100-200-55	Employee Benefits	1,135.00

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Approved this 18th day of July, 2024.

Attest: \_\_\_\_\_  
Teresa Jacobs, County Clerk

Approve: \_\_\_\_\_  
Richard S. Venable, County Mayor

**Sponsored By:**  
**Co-Sponsor(s):**  
ACTIONS: