

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: March 28, 2023

Time: 5:00 PM

Location: Professional Development Center at the Kathryn W. Leonard
Administrative Office

- I. **Call to Order**
- II. **Recognition of Visitors**
- III. **Special Recognition / Presentations** (50 minutes)
 - FIRST LEGO Robotics Team (10 minutes)
 - Teachers and Principal of the Year (10 minutes)
 - Greeneville High School Report (10 minutes)
 - TOPS Report (10 minutes)
 - World Language Report (10 minutes)
- IV. **Approval of Agenda**
- V. **Consent Agenda** (5 minutes)
 - A. Consideration of Approving Minutes of February 28, 2023, Board Meeting Steve Starnes
 - B. Consideration of Accepting Personnel Report Melissa Batson, Chief Human Resources Officer
 - C. Consideration of Approving Board Policy Revisions (2nd Reading) Steve Starnes, Dr. Suzanne Bryant, Beverly Miller, Ellen Lipe, Melissa Batson, and Jeff Townsley
 - D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading) Steve Starnes, Ellen Lipe, Dr. Suzanne Bryant, Beverly Miller, Melissa Batson, and Jeff Townsley
 - E. Consideration of Approving School Trip Request Steve Starnes
 - F. Consideration of Approving Disposal of Surplus (IT, Nutrition, Less than \$500) Steve Starnes

VI. **Action Items**

- A. Consideration of Accepting February Financial Statements (5 minutes) Ellen Lipe, CPA
- B. Consideration of Approving Board Policy Revisions - 1st Reading (5 minutes) Steve Starnes, Dr. Suzanne Bryant, Beverly Miller, Ellen Lipe, Melissa Batson, and Jeff Townsley
- C. Consideration of Amending the Date of 2022-23 GHS Graduation (5 minutes) Steve Starnes

VII. **Director's Report** (5 minutes)

VIII. **Adjournment**



WORLD LANGUAGE COMMITTEE

PROPOSAL TO RESTORE FOURTH WL TEACHER



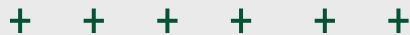
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Task

Discuss the possibility of adding a credit bearing World Language course at Greeneville Middle School.

World Language Committee Members

Suzanne Bryant, Sheila Newland, DeAnna Martin, Daisy Shepard, Rachel Adams, Susan Hankins, Rachel Acuff, and Holly Ward





01

GMS

Rachel Adams

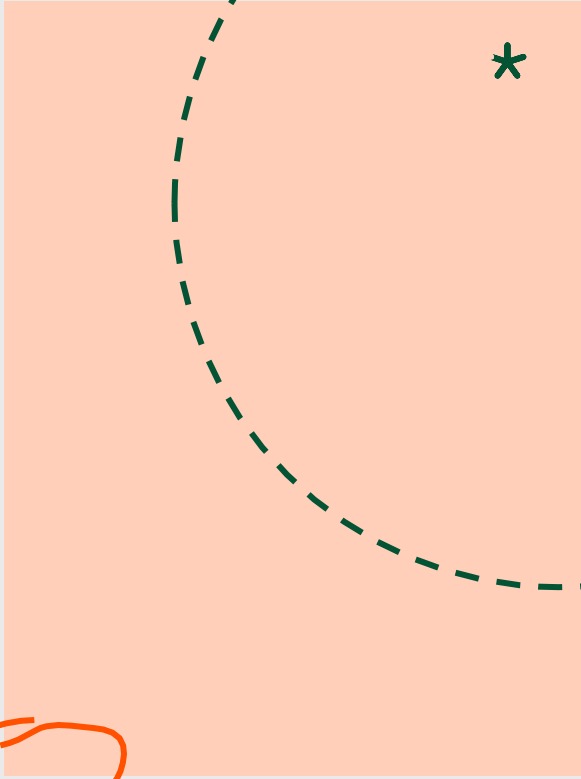


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3

GMS

- Course Load
- Schedule
- Innovative Schools Grant
- Computer Science Requirements



Concerns with students taking a credit bearing WL course at GMS

Time until Level 2

GMS students who took Level 1 of a WL at GMS would have to wait until the spring semester of Freshman year to take Level 2.

Time until college

GMS students who took Level 1 of a WL at GMS and took Level 2 their freshman year would have three years without a WL course.



+ + + + + +





02

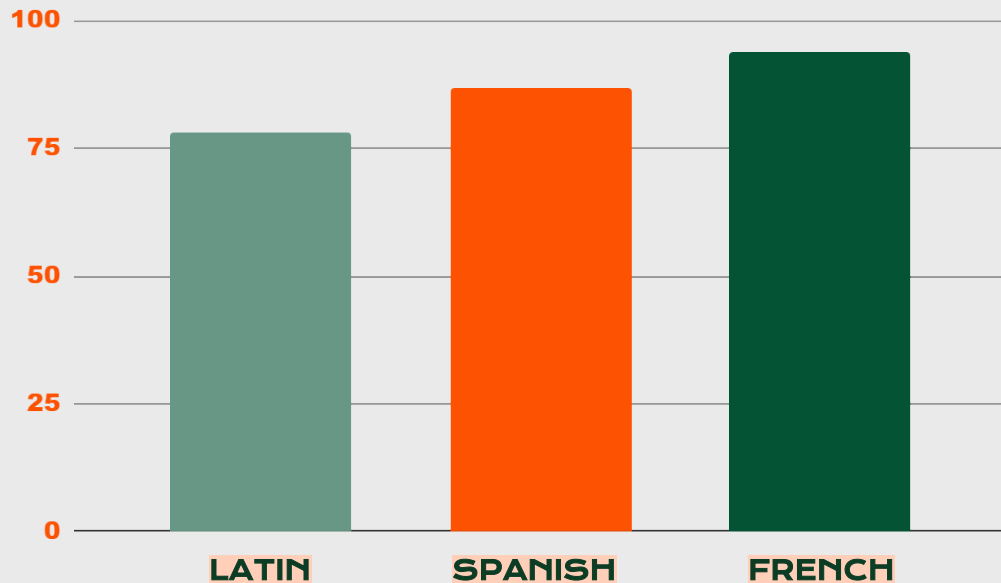
GHS

Holly Ward, Susan Hankins, and Rachel Acuff



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Class Sizes for 2022-2023 SY



FRENCH

French 1 – 79
French 1 Online – 15
7 Failures

SPANISH

Spanish 1 - 87 Students
10 Failures

LATIN

Latin 1 - 78 Students
5 Failures

Upcoming sophomore class size: 243
Students who did not pass level 1 and/or
level 2 will be added to that number.



COLLEGE LANGUAGE REQUIREMENTS

UT KNOXVILLE

- + +
- + +
- + +
- + +
- + +

Placement exam
 2 years or 4 courses
 Humanities and Business

ETSU

Placement exam
 2 years or 4 courses
 Humanities

WALTERS STATE

No world language requirement for admission or graduation

MTSU

Placement exam
 2 years or 4 courses
 Humanities

TN TECH

Placement exam
 2 years or 4 courses
 Humanities, Art, Music, Secondary Education

PELLISSIPPI STATE

No world language requirement for admission or graduation



- + + + + + + + + + + + +

Restore the 4th World Language Teacher

- Restore the 2nd Spanish Teacher Position – level Spanish classes
- I would teach Honors Spanish 1 and Spanish 3 in the fall and Honors Spanish 2 and Spanish 4 in the spring.
- The 2nd Spanish Teacher would teach Spanish 1 in the fall and Spanish 2 in the spring.

+ + + + + +
+ + + + + +



MERCI

GRACIAS

GRATIAS



Greenville High School
Empowering Students for
Tomorrow's Success

March 28, 2023 at 5pm





GHS is a place to inspire, challenge, and cultivate together.



Portrait of a Graduate



-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



Portrait of a Graduate

-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



GHS Sculpture class worked on their critical thinking skills as they explored the elements and principles of art. Students made reed and rice paper sculptures. Portrait of a Graduate Pride!



Portrait of a Graduate

-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



Critical thinking requires students to create, view various perspectives, and justify reasoning. Mr. Goltra's class leveraged this with "How a Bill Becomes a Law." Students created bills and defended their stance through role play. Portrait of a Graduate Pride!



Portrait of a Graduate

-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



GHS Student Council welcomed and facilitated tours for GMS 8th grade students. Thanks to Ms. Ward for encouraging and leveraging their leadership ability. The Greene Devil way-Leaders creating leaders!



Portrait of a Graduate

-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



Greene Devils collaborate during a problem solving session to build resilience.



Portrait of a Graduate

-Innovator -Effective Communicator -Critical Thinker -Empathetic -Resilient -Personally Responsible Citizen



GHS students exemplify POG. Greene Devils are empathetic, communicate effectively, and dress for success! Portrait of a Graduate Pride!

GHS Innovative High School Work



Goal

- Provide invaluable learning experiences that prepare students for success after graduation.

Components

- Grant provides \$1,000,000 over next four years
- The GHS Innovative Grant team of teachers has been working to brainstorm how GHS can incorporate Tennessee's career clusters. These clusters are organized into 16 broad categories that encompass virtually all occupations from entry through professional levels and are aligned with the U.S. Department of Education's structure of career and technical education (CTE).

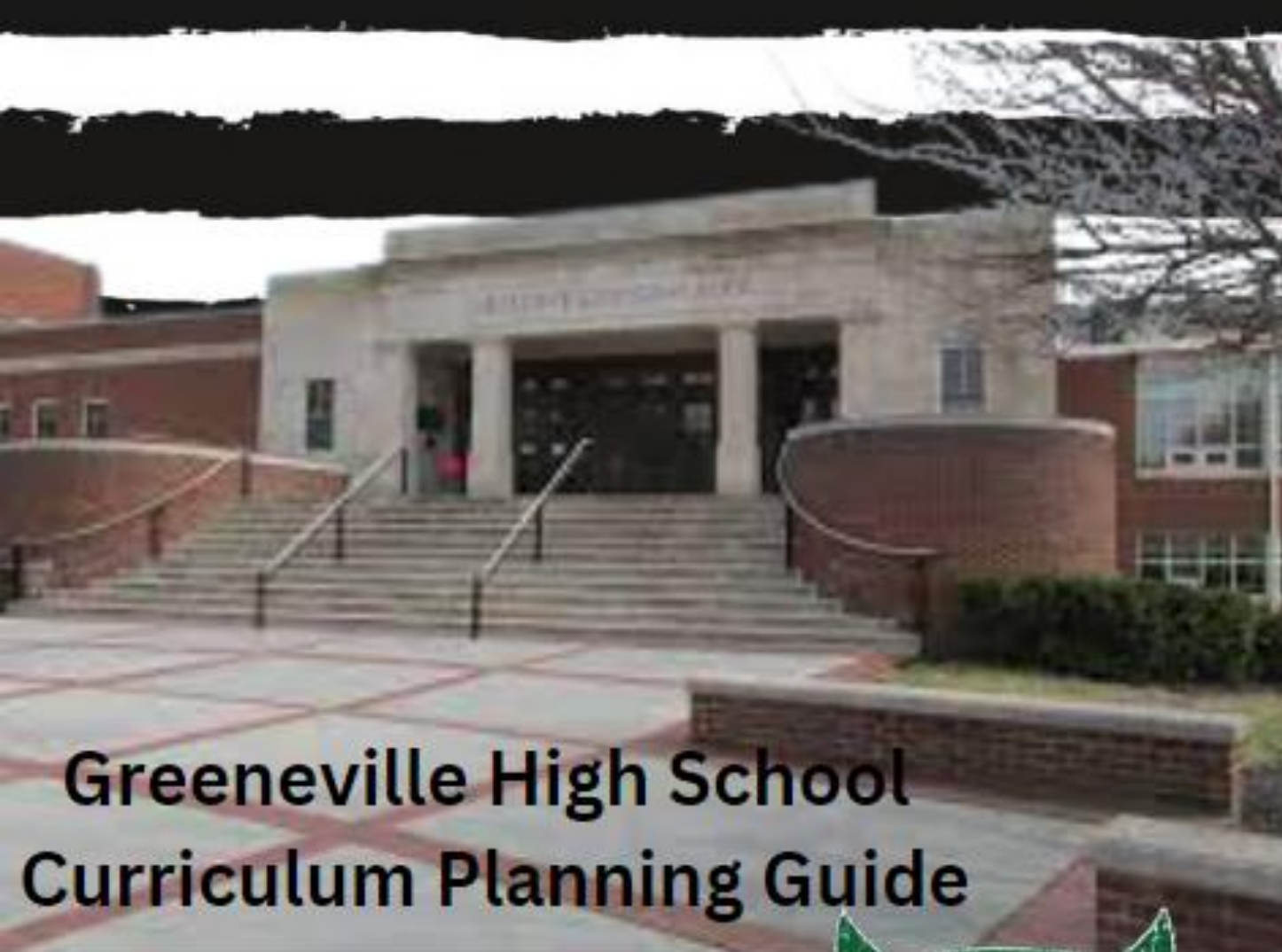
| Finance | | | | |
|------------------|---|--|---|--|
| Program of Study | Level 1 | Level 2 | Level 3 | Level 4 |
| Accounting | Introduction to Business & Marketing (C12H26) | Accounting I (C12H27)
-or-
Cambridge IGCSE Accounting (C12H10) | Accounting II (C12H28)
-or-
Dual Enrollment Accounting (C12H05)
-or-
Cambridge AS/A Accounting (C12H11) | Financial Planning (C12H18)
-or-
Statistics (G02H37)
-or-
AP Statistics (G02H26)
-and/or-
Dual Enrollment Accounting (C12H05)
-and/or-
Financial Accounting CLEP |
| | | | Industry Certification:
Quick Books Certified User | |



Greene Devil's Collaborate



AV Production and Marketing: Devil's Den Commercial



Greeneville High School Curriculum Planning Guide



New Courses Offered 2022-23

- Piano
- Social Media & Analytics
- Theatre I & II

Courses to Consider for 2023-24 (*Pending Student Response & Innovative Grant)

- Engineering
- Business Communications
- Digital Arts & Design I
- Digital Arts & Design II
- Information Technology Pathway
- Coding I
- Cybersecurity I
- Web Design Foundations
- Marketing, Distribution & Logistics Pathway
- Intro to Entrepreneurship
- Entrepreneurship (Following Year)



GHS challenges ALL students to maximize their learning with a rigorous course load.

Home of the
Greene Devils



Greeneville High School Course Catalog

Where graduates are prepared and
confident to own their futures.

GREENEVILLE HIGH SCHOOL

We strive to ACHIEVE.

Acquire knowledge | Challenge yourself | Hold yourself accountable | Inspire others
Envision your future | Vocalize your beliefs | Expect success

Questions? Call: 423-787-8033 or visit ghs.gaschools.net

#futureready

- Greeneville Highschool has implemented an updated [Course Catalog](#).
- AP, DE, and GTC Options

GHS Student Tech Crew



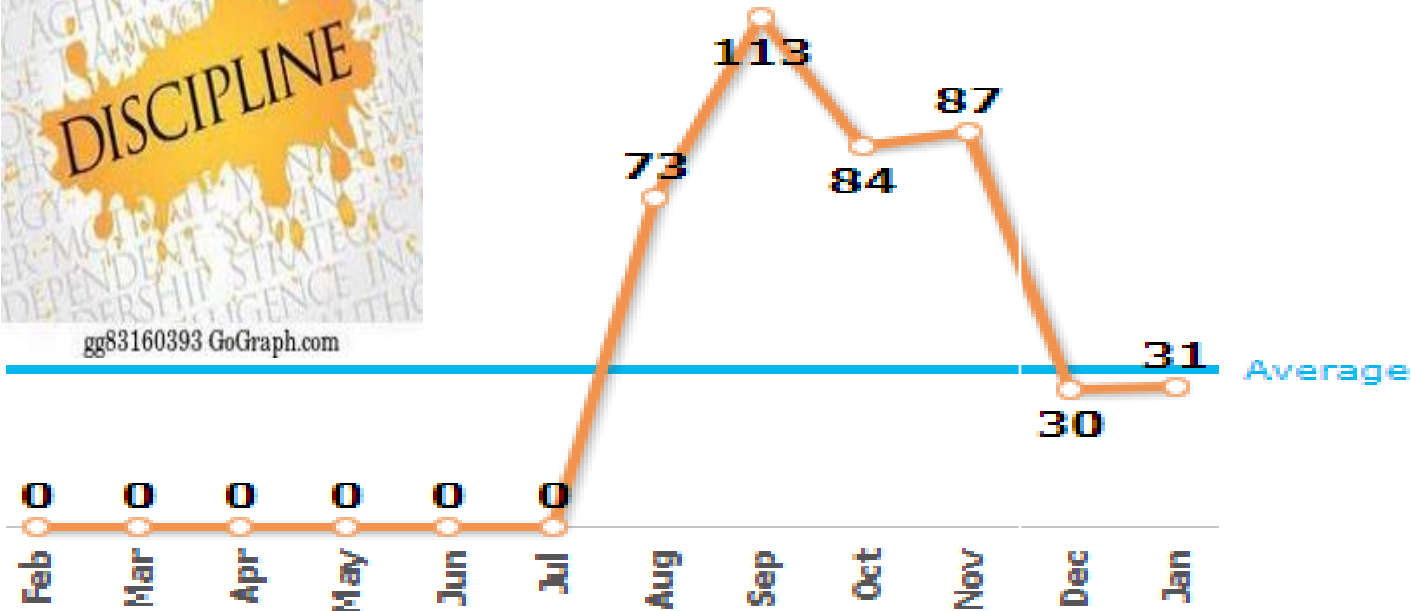
- Assisted 351 students and teachers in the Fall of 2022.45 for teachers and students for the Spring 2023 semester.
- Repair classroom computer issues and Boxlight connection issues
- 11 students certify with the program in total.
- Students take computers apart and replace defective hardware. Student workers assist students and teachers as they come in. Students fix computers they have learned to fix.



Incident Count



gg83160393 GoGraph.com



RESTORATIVE PRACTICES



Consistent Restorative Practices

Consistency/Restorative in Nature-GHS believes all disciplinary actions should be fair and result in student growth and ownership. (New this year-INDEPTH Classes)

Lower Classmen Culture

- ~GHS family
- ~Feeling prepared for High School
- ~Social opportunities



Upper Classmen Culture

- ~ Togetherness
(Special events like Senior Banquet)
- ~ Social opportunities
- ~ Leadership

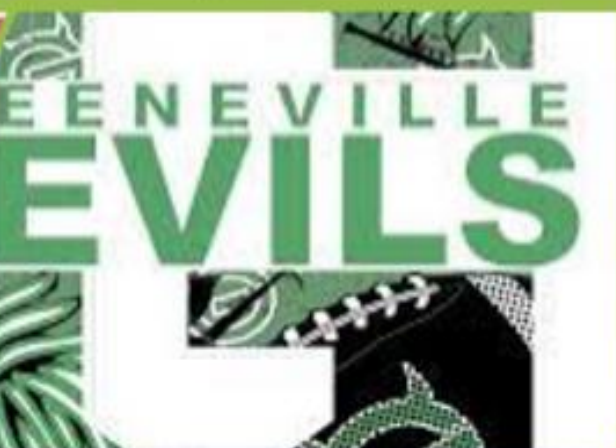


GREENEVILLE

GREENE DEVILS



STRIVE FOR EXCELLENCE



Lower Classmen Culture

- ~Feeling prepared for High School
- ~GHS Family-mutual respect
- ~Social opportunities



Upper Classmen Culture

- ~ Togetherness (Special events like Senior Banquet)
- ~ Social opportunities
- ~ Leadership





Greene Devils
Learn, Grow,
& Serve





Monty's Merry Christmas was a great success! Thank you!





- GHS 30+ Student Celebrations
- Class of 2023 twenty-four students

- Presentation at GHS Basketball Game/30 + Shirt
- 30 + Billboard
- What is the benefit for students to increase their ACT score?

GREENEVILLE HIGH S



GHS believes communication between school and home is one of the most important aspects of student success.

Boletín de la
escuela
secundaria de
Greeneville

15 de enero de 2023



Saludos Greene
Devils



GHS strives to
inform ALL
students
and families!



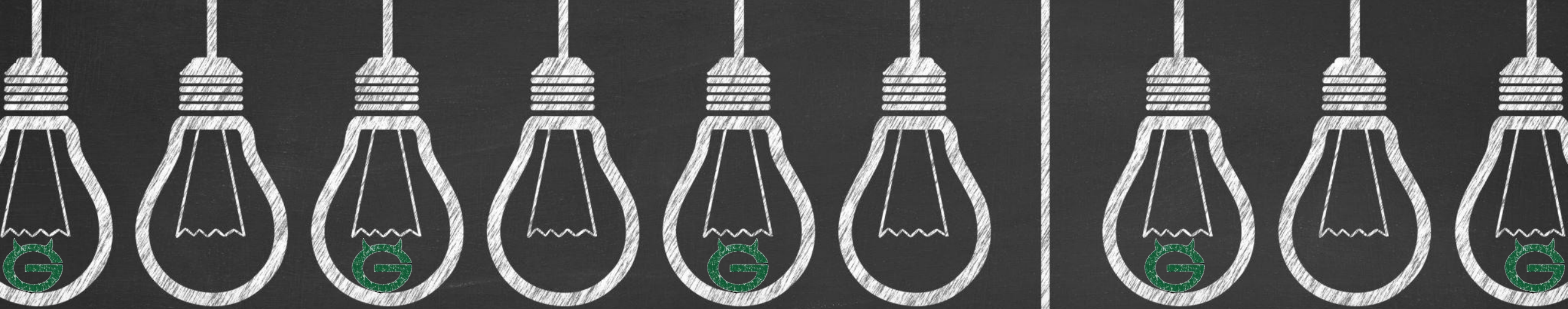
Greeneville
High School
Newsletter

January 15, 2023



Meetings Greene
Devils





Leadership Opportunities



Portrait of a Graduate

Innovator - Effective Communicator - Critical Thinker - Empathetic - Resilient - Personally Responsible Citizen

STEM Alliance- GHS student guides and station workers demonstrated the characteristics of POG.



What's up at GHS



Devils sure have big hearts! You can find these two holding the doors for hundreds of kids that come through them to go to lunch daily. Why do they do this? They are kind, compassionate, and generous.

Greene Devils! DevilLead



Greene Devils Serve!

GHS Student Leadership: Empowering Student Voice at GHS

- Students at GHS have opportunities to have their voices heard
 - Many Student-Lead Activities
- Student Council
- Middle School tours
- Service Learning
- GHS News Team
- Student Leadership in NHS, Band, JROTC, and many other activities



GHS students demonstrated effective communication and critical thinking while at the National Congress on Policies in Education. Photo by TSBA. Greene Devil



GHS Student Council welcomed and facilitated tours for GMS 8th grade students. Thanks to Ms. Ward for encouraging and leveraging their leadership ability. The Greene Devil way-Leaders creating leaders!

How will this leverage
our future potential?
What is the
GHS legacy?

- Senior legacy
- Prior GHS students come back to serve





GHS Students Own Their Future



Be Calm & Greene
Devil On



TENNESSEE ONLINE PUBLIC SCHOOL

100% ONLINE PUBLIC SCHOOL



TENNESSEE ONLINE PUBLIC SCHOOL

100% ONLINE PUBLIC SCHOOL



A TRUE VIRTUAL K-12 SCHOOL

TOPS is a 100% virtual school serving grades K-12 across the state of Tennessee. It is our mission to provide a flexible and rigorous online learning environment where all students feel safe and are free to pursue their passions. TOPS is fully accredited, and our courses are created and taught by licensed and caring teachers. TOPS brings the classroom to the home computer without bells. TOPS was founded in 2012 and is part of a unique partnership of Bristol and Greeneville City School Districts.



Two high-performing school districts, One student-focused school



GREENEVILLE
CITY SCHOOLS

About the School Instruction

K-5

TOPS K-5 students are mostly synchronous instruction with live meetings throughout the week. These live meetings will consist of whole group and small group instruction. There will be asynchronous time throughout the week and all day on Friday.

6-8

TOPS 6-8 students are mostly asynchronous with weekly due dates, but there are also live classes throughout the week. There will be one live class for each course for the week. Apart from the live classes, students have the flexibility to work at any point throughout the week.

9-12

TOPS 9-12 students are asynchronous with weekly due dates. There are no live classes, but each teacher has office hours two times throughout the week where they are immediately available for help and support.



"CHILDREN ARE BORN ENGINEERS - THEY ARE FASCINATED WITH DESIGNING THEIR OWN CREATIONS, WITH TAKING THINGS APART, AND WITH FIGURING OUT HOW THINGS WORK."

DR. CHRISTINE CUNNINGHAM



TOPS

TOPS A Day in the Life of a 4th Grade TOPS Student

**Monday thru Thursday
Live Zoom Classes**

9:00 - 10:00 MATH
10:30 - 11:30 ELA
12:00 - 12:30 GUIDANCE (WEEKLY)
1:00 - 1:30 SCIENCE/SOCIAL STUDIES

**Friday
Asynchronous Day**
ALL ASSIGNMENTS ARE POSTED ONLINE FOR STUDENTS TO COMPLETE

Mrs. Henderson's students learn about a new genre... NONFICTION!



TOPS



READING



PASSPORT Club

**This week...
INDIA**

RANGOLI SAND ART

We made paper Rangoli's which is sand art for Diwali the Festival of Light. The actual date for the celebration was on October 24th this year.

5th Graders BLAST OFF to solve this fictional mystery...

Aliens Ate My Homework!



TOPS ... is OUT OF THIS WORLD!

Parent Feedback

growth
quality

online resources
rewatch Canvas personalized tailored

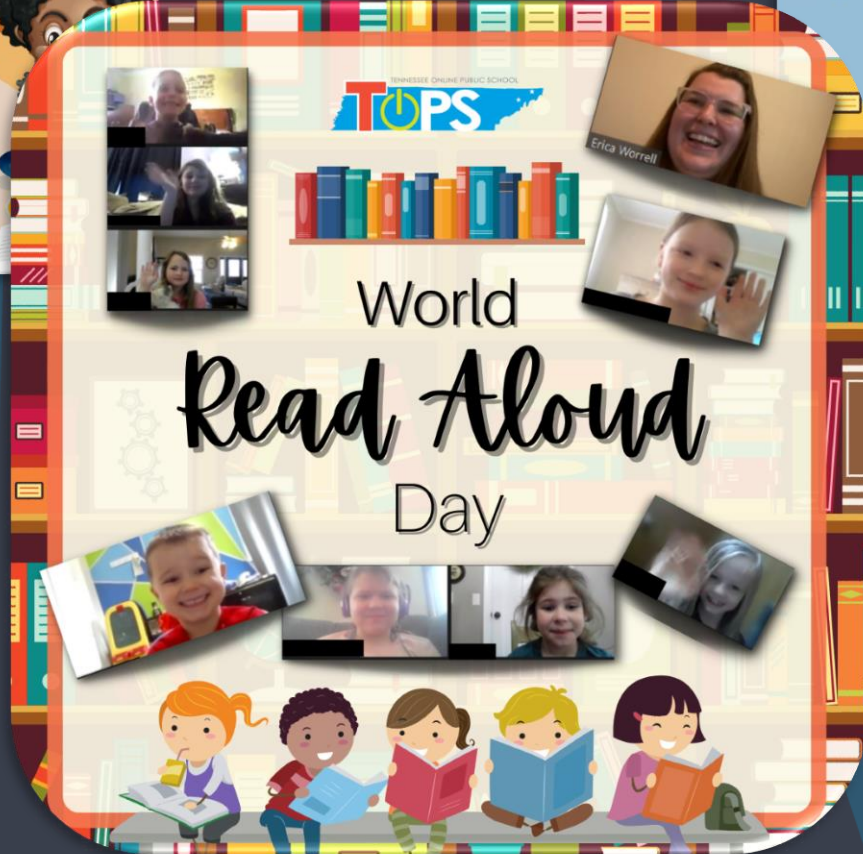
TOPS home

anxiety core school focus

curriculum flexibility support
schedule dyslexia

educator understanding health
one-on-one learning

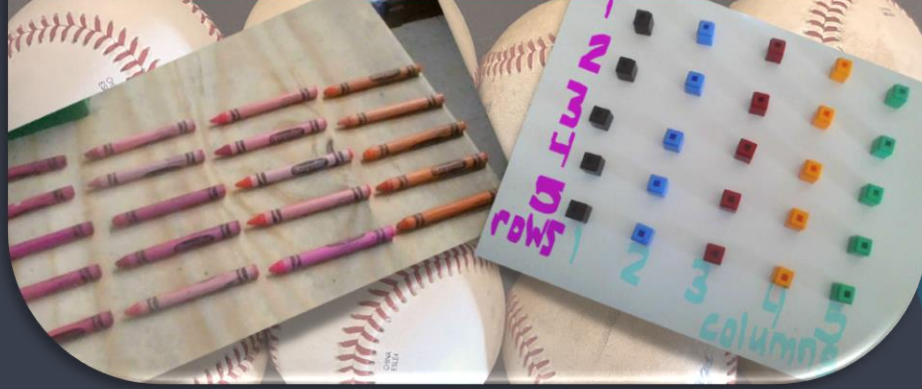
organization student
communication



**A GLIMPSE OF
THE
4TH GRADE
TOPS
CANVAS
DASHBOARD**



Hooray for Arrays!



TOPS students talk about feelings with Mrs. Bennett, our School Counselor!



**GOOD WORDS ARE WORTH MUCH,
AND COST LITTLE.**

George Herbert



Enrollment Numbers Year 1

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|-------------------|----|----|----|----|----|----|----|---|---|----|----|----|----|-------|
| GCS | 2 | 3 | 5 | 4 | 6 | 5 | 1 | 3 | 4 | 2 | 4 | 10 | 4 | 53 |
| GCS-Tuition | 3 | 3 | 4 | 3 | 5 | 2 | 0 | 4 | 1 | 0 | 1 | 0 | 0 | 26 |
| BTCS | 3 | 4 | 7 | 9 | 7 | 5 | | | | | | | | 35 |
| Total | 8 | 10 | 16 | 16 | 18 | 12 | 1 | 7 | 5 | 2 | 5 | 10 | 4 | |
| Grade Band Totals | 80 | | | | | | 13 | | | 21 | | | | |

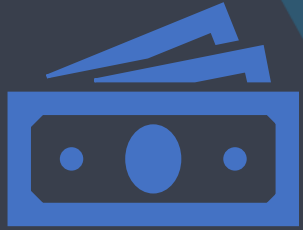
Enrollment Numbers Year 2

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|-------------------|----|----|---|----|----|----|---|---|---|----|----|----|----|-------|
| GCS | 0 | 4 | 1 | 3 | 3 | 4 | 0 | 1 | 1 | 0 | 2 | 4 | 7 | 30 |
| GCS-Tuition | 5 | 7 | 5 | 7 | 9 | 9 | 2 | 0 | 4 | 2 | 0 | 1 | 0 | 51 |
| BTCS | 2 | 5 | 3 | 4 | 5 | 4 | | | | | | | | 23 |
| Total | 7 | 16 | 9 | 14 | 17 | 17 | 2 | 1 | 5 | 2 | 2 | 5 | 7 | |
| Grade Band Totals | 80 | | | | | | 8 | | | 16 | | | | |

TOPS Teachers And Staff



Financial Breakdown Year 1



Spending:

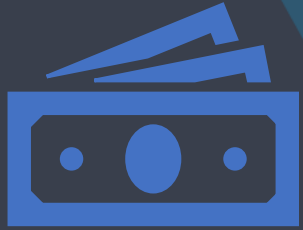
2021-22 Projection: \$700,000
2021-22 YTD Actual: \$615,819



Estimated Funding Earned:

80 GCS Students: \$459,750

Financial Breakdown Year 2



Spending:

2022-23 Projection: \$673,117
2022-23 YTD Actual: \$586,644



Estimated Funding Earned:

81 GCS Students: \$550,000

Year 3

- Estimated Cost including projected cost of living raises and full staff: \$682,000
- Student Enrollment Goal: 120 Students
- Projected BEP earned: \$708,000

Enrollment Plans Year 3



Enrollment Opened on 4/1/23



Students register through TOPS Website



Social Media Marketing



Word of Mouth



Working with Other School Districts

Testing at TOPS@Greeneville

Fall:

3 EOC Assessments

8 Senior ACT

Spring:

12 EOC Assessments

179 K-8 Assessments

5 Junior ACT

Total:

207 Total Assessments across 5 Testing Locations

TOPS will cultivate students to be accountable, lifelong-learners through a high-quality online learning community

A flexible but rigorous, high-quality online learning environment for K-12 students in Tennessee



**OFFICIAL MINUTES OF THE
GREENEVILLE CITY BOARD OF EDUCATION
February 28, 2023**

The Greeneville City Board of Education met in Regular session on February 28, 2023, at the Professional Development Center at the Kathryn W. Leonard Administrative Office. Members in attendance were **Present:** Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Chair), Josh Quillen (Treasurer), Dr. Craig Shepherd (Vice-Chair), and student representative Asher Rogers. Chair Luttrell called the meeting to order and welcomed all in attendance, with recognition of Mike Masters of Washington County Schools Board of Education, and Thomas Hager Jr. of Johnson City Schools Board of Education who were present for Tennessee School Boards Association (TSBA) Board Evaluation of the Greeneville City Schools Board of Education. These evaluations are part of the requirements to continue Greeneville City Schools designation as a Board of Distinction with the TSBA. Student Representative Asher Rogers led in the pledge of allegiance to the American flag.

BUSINESS TRANSACTED

I. Call to Order

II. Recognition of Visitors

III. Special Recognition / Presentation

• EastView Elementary Report (10 minutes)

Kelly Ford, EastView Elementary Principal, presented the report. The presentation began with a performance by EV chorus. Ford highlighted how EastView is using Portrait of a Graduate as a touchstone for instruction.

• ACT Report 2021-2022 (10 minutes)

Dr. Suzanne Bryant, Assistant Director for Instruction, presented the report.

Here are the highlights from the report.

- ACT Average Composite 2021-2022
 - Tennessee 19.1
 - Nation 19.8
 - Greeneville 20.6
- Average ACT composite score is #13 out of 127 districts in the state.
- Reading composite ACT score #10 out of 127 districts in the state.
- Math composite ACT score #12 out of 127 districts in the state.
- Science composite ACT score #13 out of 127 districts in the state.
- English composite ACT score #23 out of 127 districts in the state.
- Subgroup Rankings:
 - Black-Hispanic-Native American Students (BHN): #12 out of 100 districts

- Economically Disadvantaged Students (ED): #34 out of 125
- Students with Disabilities (SWD): #53 out of 112
- Subgroup Rankings out of 100% Tested Districts:
 - Black-Hispanic-Native American Students (BHN): #4
 - Economically Disadvantaged Students (ED): #14
 - Students with Disabilities (SWD): #9

- Innovative Schools Grant Report (20 minutes)

Dr. Suzanne Bryant, Assistant Director for Instruction, presented the report. A detailed copy of the presentation is attached to the minutes.

IV. Approval of Agenda

It was recommended to approve the Agenda as presented. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Botta (Board Member).

V. Consent Agenda

It was recommended to approve the Consent Agenda as presented. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Shepherd (Vice-Chair).

A. Consideration of Approving Minutes of January 26, 2023, Board Meeting

Minutes of the January 26, 2023, Board meeting were unanimously approved as presented. A copy is on file in the Director of Schools' office.

B. Consideration of Accepting Personnel Report

Board approval was unanimous for acceptance of the changes in personnel since the January report. A copy of the report is attached to the minutes.

C. Consideration of Approving Board Policy Revisions (2nd Reading)

Board approval was unanimous on 2nd reading for the following policies:

- 1.902 Charter School Agreement
- 1.903 Charter School Oversight
- 1.904 Charter School Intervention
- 1.905 Charter School Renewal
- 1.906 Charter School Revocation
- 2.8051 Credit Cards
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 3.402 Special Use of School Vehicles
- 3.404 Private Vehicles
- 3.500 Food Service Management
- 4.605 Graduation Requirements

- 4.608 Transcript Alterations
- 4.701 Maintaining Test and Data Security
- 4.802 Student Equal Access (Limited Public Forum)
- 4.805 Prayer and Period of Silence
- 5.305 Family and Medical Leave
- 5.3051 Leave Taken for Adoption, Pregnancy, Childbirth, and Nursing of an Infant
- 5.306 Military Leave
- 5.307 Physical Assault Leave
- 5.308 Sabbatical Leave
- 5.309 Legislative Leave

Copies of these policies are attached to the minutes.

D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)

Board approval was unanimous on 1st reading for the following policies:

- 1.100 School District - School Board Legal Status and Authority
- 1.101 Role of the Board of Education
- 1.104 Memberships
- 1.105 School Board Legislative Involvement
- 1.1021 Student Member of the Board
- 2.703 Audits
- 2.802 Payroll Procedures
- 3.600 Insurance Management
- 3.601 Student Insurance Program
- 3.602 Workers' Compensation
- 4.202 Special Education
- 4.803 Recognition of Religious Beliefs, Customs & Holidays
- 5.310 Vacations and Holidays
- 5.400 Personnel Health Examinations. Communicable Diseases
- 5.401 Acquired Immune Deficiency Syndrome (AIDS)
- 5.402 Hepatitis B
- 5.403 Drug & Alcohol Testing for Employees

E. Consideration of Approving Disposal of Surplus (less than \$500)

GCS Board Policy 2.403 gives the Greeneville Board of Education the authority to declare district property that is no longer useful nor necessary as surplus and to authorize the disposal of such equipment, books, or materials. The Board unanimously approved the disposal of surplus less than \$500.

F. Consideration of Approving School Fee Structure for 2023-2024

Each year, school fees are set and approved by the GCS Board of Education. The online registration process begins soon as the District welcomes both new and returning students. It is imperative that fees be set prior to beginning student registration. A Theatre class fee at Greeneville High School has been added. The Board unanimously approved the school fee structure for 2023-2024.

G. Consideration of Approving Six-Month Update of ESSER Public Spending Plan and Safe Return to In-Person Instruction and Continuity of Services Plan

The Board unanimously approved the six-month update of ESSER public spending plan and safe return to in-person instruction and continuity of services plan. The plan is in compliance with state and federal regulations. Recipients of Elementary and Secondary School Emergency Relief (ESSER) funds are required to post ESSER funds expenditures through a spending plan. A six-month addendum for the spending plan, as well as a six-month addendum for the health and safety plan are required.

VI. Action Items

A. Consideration of Approving the 2023 Tenure Candidates

Effective July 1, 2011, teachers in Tennessee must meet the following requirements prior to becoming eligible for tenure status:

- They must have served five (5) school years or not less than forty-five (45) months within a seven-year period as a probationary teacher; and
- Receive evaluations demonstrating an overall performance effectiveness level of "above expectations"-4 or "significantly above expectations"-5 provided by the evaluation guidelines adopted by the state board of education pursuant to § 49-1-302, during the last two (2) consecutive years of the teacher's probationary period.

The Director of Schools is recommending tenure status be granted to the following candidates:

- Daniel Varnell
- Ekaterina Powell
- Shelia Newland
- Jaclyn Michelle Miller
- Heather Nicole Miller
- Tamara Harris
- Madison Howell
- Rustin Jones
- Samantha Grissom
- Cheyenne Burrow
- Cody Baugh

It was recommended to approve the tenure candidates. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Botta (Board Member).

B. Consideration of Approving Board Policy Revisions - 1st Reading

Revisions are recommended to the following policy on 1st reading:

2.403 Surplus Property

It was recommended to approve the revision to the policy as presented on 1st reading. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Quillen (Treasurer).

C. Consideration of Approving NIET Professional Learning Agreement, Year 2

Tennessee implementation of new mathematics standards and new math textbooks will take place during the 2023-2024 school year. In preparation for these changes, the TDOE has awarded Math Implementation Grants to school systems. Greeneville City is a recipient of a Math Implementation Grant to provide professional learning to educators. School systems must contract with state-approved vendors to provide these services. The National Institute for Excellence in Teaching (NIET) was selected to provide professional learning in our district.

This is a two-year grant. The support for year 2 includes 21 days of training and support during the 2023-2024 school year. The support for year 1 has worked very well and principals and teacher leaders are finding the work valuable. The impact on resources is \$70,000, which will be fully funded by the Math Implementation Grant.

It was recommended to approve the NIET contract. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Quillen (Treasurer).

D. Consideration for Approving Math Textbook Adoption and Purchase

The State of Tennessee requires school districts to form textbook adoption committees for each adoption. The textbook committee for the mathematics adoption was led by Mrs. Shelia Newland and was comprised of teachers from each grade band. The group worked with the NIET group throughout the process to thoroughly evaluate all products. Districts are now required to adopt and use state-approved materials for mathematics.

- Grades K-5 chose McGraw Hill TN Reveal Math
- Grades 6-8 chose McGraw Hill TN Reveal Math

- High School Algebra I, Algebra II, and Geometry chose McGraw Hill TN Reveal Math

The estimated impact on resources will not exceed \$400,000. The funds will come from the following:

- \$150,000 from ESSER 3.0
- \$250,000 additional textbook fund request for the 2023-2024 school year

It was recommended to approve the textbook adoption and purchase. Board approval was unanimous on a motion from Botta (Board Member) and a second from Hirschy (Board Member).

E. Consideration of Acceptance of 2022 Audited Financial Statements

State law requires the Board of Education to secure an independent internal audit of its funds and financial management practices. The Greeneville City Schools Board of Education audit for the year ended June 30, 2022, was performed by Rodefer Moss & Co., PLLC. The audit reports being presented contain the financial statements and all other reportable conditions for the General Purpose School Fund, Federal Projects Fund, Central Cafeteria Fund, Extended School Placement (ESP) Fund, and all School Activity Funds. The district level reports offer unmodified opinions, which are the most favorable opinion that can be received.

The Chief Financial Officer recommends acceptance of the 2022 Audited Financial Statements. Copies of the audit reports are on file in the Chief Financial Officer's office.

The recommendation was to accept the 2022 audited financial statements. Board approval was unanimous on a motion from Quillen (Treasurer) and a second from Shepherd (Vice-Chair).

F. Consideration of Accepting January 2023 Financial Statements

Chief Financial Officer Ellen Lipe presented the January 2023 financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through January is \$4,838,678, which is 58.4% of the total budgeted projection. The amount collected year-to-date is \$126,402 more than during the same time period last year. This reflects an actual percentage change of 2.68% compared to last year. The district has 596 tuition students as of February 14, 2023. The Federal General-Purpose Financial Report showed that encumbrances comprise \$368,882 year-to-date. Copies of the financial statements are on file in the Chief Financial Officer's office.

It was recommended to accept the January 2023 financial statements. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Shepherd (Vice-Chair).

G. Consideration of Approving Tuition Rates for the 2023-2024 School Year

It is the responsibility of the Board of Education to set the tuition rate for students attending our schools who do not reside within the city limits of Greeneville. A \$50 per child increase is recommended at this time. Tuition rates are as follows:

| | In Greene County | Out of Greene County |
|-------------|------------------|----------------------|
| 1 Child: | \$1,225.00 | \$1,800.00 |
| 2 Children: | \$2,400.00 | \$3,550.00 |
| 3 Children: | \$3,525.00 | \$5,250.00 |

The impact on resources is approximately \$29,750.

It was recommended to approve tuition rates for the 2023-2024 school year. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Botta (Board Member).

VII. Director's Report

Starnes congratulated:

- Each teacher who received tenure at the meeting.
- GCS School Cafeterias who have received a score of 100 on their most recent Cafeteria Health Inspections. Schools are required to obtain two school food safety inspections per school year. Starnes congratulated Karen Wilhoit, the Cafeteria managers, and their teams on these outstanding scores.
- Greeneville High School Wrestling Team who added to its state champion history with four individual state championships in the Class A state tournament on Saturday. Seniors Hunter Mason, at 145 pounds, and Colin Dupill, at 152 pounds, each won their fourth state championships becoming just the eighth and ninth public school grapplers to win four titles. Sophomore Carson Dupill, at 120 pounds, and senior Morgan Lowery, at 195 pounds, also won state championships. Jenna Baines took third place at 107 pounds in the girl's state tournament.
- Greeneville High School Boys and Girls Basketball Teams on winning their respective District Tournament Championships. The Lady Greene Devils will play in the Regional Championship on Wednesday and have earned a spot in the State Sectionals for a chance to reach the state tournament for the second straight season.

Starnes thanked:

- Dr. Suzanne Bryant, the teams at Greeneville High School, Greeneville Middle School, and Greene Technology Center who have worked on our Innovative Schools Application.

- The exemplary work of our Math Textbook Adoption Committee led by Shelia Newland.
- Ellen Lipe and the Greeneville City Schools finance team consisting of Brenda Malone, Kim Darnell, and Tamara Clouse for the phenomenal job they do overseeing and managing our fiscal resources. Starnes also recognized the school bookkeepers for the outstanding job they do at each of the schools.
- Jeff Townsley, Jeannie Woolsey, Jill Burgner, Beverly Miller, Larry Jones, Phillip Graham, and Mike Fulkerson for the fantastic job they did planning and organizing our Safety Blitz, which was held on Tuesday, February 21st. In addition, Starnes recognized our school safety team leaders who led the tabletop and reunification exercises at their schools in the afternoon. Chief Tim Ward, Officer Burton Ellis, Officer Matthew Stanley, and our School Resource Officers for their support and partnership in making school safety our top priority.

Collaborative Conferencing presented by the Tennessee School Boards Association on was held on February 8, 2023. The first Collaborative Conferencing meeting will take place on March 23, 2023.

A Joint Greeneville City Schools Board of Education and Town of Greeneville Board of Mayor and Aldermen meeting is scheduled for Thursday, March 9, 2023, at the Kathryn W. Leonard office beginning at 5:00 pm.

VIII. Adjournment

The meeting was adjourned at approximately 7:18 p.m. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Botta (Board Member).

Respectfully submitted,

Cindy Luttrell, Chair

Steve Starnes, Director of Schools

Greeneville City Board of Education

| | | | |
|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
School District – School Board Legal
Status and Authority | Descriptor Code:
1.100 | Reviewed Date:
03/28/23 |
| | | Rescinds:
1.100 | Adoption Date:
09/26/17 |

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts.

3 The governing body of the school system shall be the Board of Education, serving residents within the
4 boundaries of the school system and non-residents under conditions specified by state law and the
5 Board.¹

6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official board meeting.²

8 In other instances, an individual board member, including the Chair, shall have power only when
9 specified by state law or when the Board, by vote, has delegated authority to the member.

Legal References

1. TCA 49-1-101; TCA 49-1-102; TCA 49-6-3104
2. TCA 49-2-202(g)

Cross References

School Board Meetings 1.400

Greeneville City Board of Education

| | | | |
|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Role of the Board of Education | Descriptor Code:
1.101 | Reviewed Date:
03/28/23 |
| | | Rescinds:
1.101 | Adoption Date:
06/22/17 |

1 The Board will oversee the operation of the school system in compliance with state and federal laws.¹

2 The Board functions only when in session. The Board's required functions include, but are not
3 limited, to the following:

4 **GENERAL**

5 1. To develop and adopt a strategic plan in consultation with the Director of Schools;²

6

7 2. To adopt all policies required by state or federal law;³

8

9 3. To approve school zones;⁴

10

11 4. To approve the district calendar;⁵

12

13 5. To adopt district safety plans;⁶

14

15 6. To approve the closure of facilities, if needed;¹

16

17 7. To approve an insurance provider;¹ and

18

19 8. To approve/modify the agenda at the beginning of the board meeting.¹

20

20 **FISCAL**

21 1. To approve and adopt the budget;¹

22

23 2. To approve purchases outside the budget on a case-by-case basis in accordance with board
24 policy;¹

25

26 3. To approve budget transfers;⁷

27

28 4. To adopt the district salary schedule;⁸

29

30 5. To approve a differentiated pay plan;⁹

31

32 6. To approve funding for the district maintenance plan and capital requests;¹

33

- 1 7. To approve the location and scope of new building projects;¹ and
 2
 3 8. To approve bids.¹

4 INSTRUCTION AND STUDENTS

- 5 1. To adopt the curriculum;¹
 6
 7 2. To adopt textbooks;¹⁰
 8
 9 3. To review student disciplinary issues appealed to the Board and make a final determination;¹¹
 10
 11 4. To authorize or prohibit the use of corporal punishment;¹² and
 12
 13 5. To approve or deny admission of students expelled from other school districts.¹³

14 PERSONNEL

- 15 1. To employ and evaluate the Director of Schools;¹
 16
 17 2. To grant tenure to eligible teachers;¹⁴ and
 18
 19 3. To dismiss tenured teachers.¹⁵

Legal References

1. TCA 49-2-203
2. State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. ~~OP~~Tenn. Att'y-Gen. Op. No. 83-464 (Oct 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Memberships | Descriptor Code:
1.104 | Revision Date:
03/28/23 |
| | | Rescinds:
1.104 | Adoption Date:
09/26/17 |

- 1 The Board shall maintain membership in the Tennessee School Boards Association (TSBA).¹
- 2 Dues for membership in the TSBA shall be included in each annual budget in accordance with state
- 3 statute.
- 4 The Board may also maintain institutional membership in other educational organizations which the
- 5 Board finds to be of benefit to members and school system personnel.

Legal References

1. TCA 49-2-2001

Cross References

Board Member Development Opportunities 1.204

Greeneville City Board of Education

| | | | |
|---|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually, | Descriptor Term:
School Board Legislative
Involvement | Descriptor Code:
1.105 | Revision Date:
03/28/23 |
| | | Rescinds:
1.105 | Adoption Date:
10/25/18 |

1 The Board shall work for the passage of new laws designed to ~~advance the cause of improving~~
2 **improve** public education in Tennessee. Likewise, the Board shall work for the repeal or modification
3 of existing laws and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns
6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and
8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative representative;
- 10 4. The Board shall work with its legislative representative, TSBA, and other concerned groups in
11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel
13 expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

Greeneville City Board of Education

| | | | |
|--|--|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Student Member of the Board | Descriptor Code:
1.1021 | Reviewed Date:
03/28/23 |
| | | Rescinds:
1.1021 | Adoption Date:
12/14/17 |

1 To provide a formal channel by which the views of students may reach the Board, a student
 2 representative to the Board of Education shall be elected by the student body of Greeneville High
 3 School. All high school students are eligible to vote for this representative and are encouraged to do so.
 4 The representative will be elected to office in the spring of the student's junior year and serve during
 5 their senior year. The term of office shall be one year, August to May. The representative will be
 6 limited to serving one term.

7 ***Duties and Responsibilities***

8 To be eligible to run for office a student must have a 3.0 GPA.

9 The student representative will be a non-voting member.

10 Prior to attending the first Board meeting, the student representative must participate in a New School
 11 Board Member orientation provided by the Director of Schools.

12 The student representative shall attend all regular meetings of the Board conducted during the school
 13 year. The representative is welcome to attend "called" and summer month meetings but is not required
 14 to do so. The representative shall be entitled to speak on all Board matters. The representative will not
 15 only provide a means by which students will be represented, but also provide input on all Board
 16 matters just as other members of the Board. The position is not intended as a forum to air student
 17 grievance or special interest. Information is expected to flow both ways in order to maximize student
 18 involvement and growth in leadership skills, while conducting the business of the school system.

19 The student representative will be furnished the same information and materials as other board
 20 members in preparation for Board meetings. However, the student representative will be excluded
 21 from sensitive or confidential discussions and mailings (including, but not limited to, those involving
 22 personnel or grievances).

23 The student representative may be appointed to committees of the Board.

24 The student representative will be responsible for communicating to the student body actions or
 25 discussions of the Board which will affect or be of interest to students. The representative will give a
 26 report to the Board at the end of the year regarding the experience of serving any appropriate
 27 information that may prove helpful to the Board in the future to ensure the effectiveness of such
 28 service.

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Surplus Property | Descriptor Code:
2.403 | Revision Date:
03/28/23 |
| | | Rescinds:
2.403 | Adoption Date:
02/27/18 |

1 General

2 When equipment, books, materials, and other personal property no longer have an intended use by the
3 system or are no longer capable of being used because of condition, the Director of Schools or his/her
4 designee shall prepare a list of unusable items for Board approval.¹ The list shall contain the following
5 information: name of item, ~~date of purchase~~, and reason for disposal. The Board shall declare them
6 surplus property and authorize their disposal.

7 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
8 circulation at least seven (7) days prior to the sale.²

9 Surplus property which has no value or has a value of less than five hundred (\$500) may be disposed of
10 without the necessity of bids. In order for such disposal without bids, the Director of Schools and the
11 Board Chair shall agree in written form that the property is of no value or is of less value than five
12 hundred (\$500).³

13 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the
14 Board shall approve other methods of disposal.⁴

15 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁵**

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

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

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. TCA ~~12-2-403(a)~~ 49-6-2007(d)
4. ~~2 CFR § 200.313~~ TCA 12-2-403(a)
5. ~~2 CFR § 200.313~~

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Greeneville City Board of Education

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|--|-----------------------------------|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Audits | Descriptor Code:
2.703 | Reviewed Date:
03/28/23 |
| | | Rescinds:
2.703 | Adoption Date:
09/23/99 |

1 *General*

2 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall
3 be made by a Certified Public Accountant following the end of each fiscal year.¹

4 The Director of Schools or his/her designee shall furnish or make copies of the audit available to the
5 proper authorities as prescribed by law.²

6 When a personnel change occurs during the fiscal year and the position is responsible for the
7 expenditure of funds, a special audit of accounts involved may be conducted immediately.

8 The special audit shall be as extensive as the Director of Schools or Chief Financial Officer may
9 determine.

10 **AUDIT FINDINGS³**

11 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall
12 include the following:

- 13 1. Name(s) of the individual responsible for implementing the plan;
- 14 2. The correct action taken or planned; and
- 15 3. Anticipated completion date.

16 The plan shall be submitted to the Office of the Comptroller of the Treasury.

Legal References

1. TCA 49-2-112; TCA 49-2-110(a)
2. TRR/MS 0520-01-02-.13(3)(d)
3. TCA 9-3-407

Cross References

- Fundraising Activities 2.601
Student Activity Funds Management 2.900

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Payroll Procedures | Descriptor Code:
2.802 | Reviewed Date:
03/28/23 |
| | | Rescinds:
2.802 | Adoption Date:
04/24/14 |

1 *Central Office*

2 If the pay date falls on a non-banking day, employees will be paid on the last banking day prior to the
3 scheduled pay date.

4 All personnel shall be paid according to the published payroll schedule, per the Greeneville City
5 Schools Employee Handbook.

6 The cost of unreturned school system assets (including but not limited to technology devices, supplies,
7 and equipment) may be payroll deducted from the employee's final paycheck.

8 Employees must participate in direct deposit for payroll purposes. Employees must provide their direct
9 deposit information to the Finance or Human Resource Department a minimum of ten (10) days prior to
10 their first paycheck being deposited.

11 An employee may terminate any salary deduction upon written notification to the Finance or Human
12 Resource Department as long as it does not violate Section 125 guidelines.²

13 Changes in payroll deductions and insurance for individuals who elect to participate in the Section 125
14 Plan may only be made during the open enrollment period in the fall. Changes will take effect in
15 January, unless the change is precipitated by one of the five (5) qualifying events as outlined in the
16 enrollment document provided to all participants.

17 Other employee selected insurance and annuities may be collected through payroll deduction provided
18 the following conditions are met:

- 19 1. A minimum of ten percent (10%) of employees elect participation; and
20 2. The company maintains a participation rate of ten percent (10%) of employees

21 Specific approval by the Board is required for payroll deductions, except as otherwise provided by
22 law.¹

Legal References

1. TCA 50-1-308
2. TCA 8-50-702(b)(3); TCA 49-5-608

Cross References

Insurance Management 3.600
Compensation Guides and Contracts 5.110
Time Schedules and Extra Duty 5.602

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Insurance Management | Descriptor Code:
3.600 | Reviewed Date:
03/28/23 |
| | | Rescinds:
3.600 | Adoption Date:
03/19/19 |

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

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion, and vehicles;
- 4 2. Vehicles: Vehicles licensed for road use should have liability insurance, with a limit that is at
5 least equal to the Tennessee Torts Limits of liability and medical payments. Physical damage
6 coverage for Comprehensive and Collision coverage should be carried to protect assets
7 according to the policy set by the system for insured values and deductibles;
- 8 3. Liability: Board members, Director of Schools, employees resulting from discharging their
9 duties, and students participating in work-based learning;¹
- 10 4. Workers' compensation; and
- 11 5. Fidelity: Blanket bond and fiscal agent's bond as required by statute.²

12 The Director of Schools/~~designee or his/her designee~~ shall continually review the insurance program to
13 ensure that adequate protection is being provided at a reasonable price.

14 **GROUP HEALTH**

15 The Board shall offer group health insurance for all full-time employees.³

16 The Board shall select the plan tier of any insurance for which the Board makes full payment.

17 The Director of Schools/~~designee or his/her designee~~ shall develop procedures to ensure the privacy of
18 HIPAA protected information.⁴

19 **ANNUITIES⁵**

20 Board-approved companies for tax-sheltered annuities shall include all companies presently having
21 contracts with employees.

22 The addition of a company to the list of Board-approved companies shall be considered on written
23 request of agents of the company.

24 Request for a change in annuity deductions shall be reported to the payroll office on or before the fifth
25 day of the month in which such change is to be effective. Such requests must be made in writing or
26 through email.

Legal References

1. TCA 49-11-902
2. TCA 49-2-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.302 *et seq.*
5. TCA 49-2-208

Cross References

Payroll 2.802
Work-Based Learning 4.211
BOE Policy 5.200
BOE Policy 5.202

Greeneville City Board of Education

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|--|--|----------------------------------|------------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Student Insurance Program | Descriptor Code:
3.601 | Reviewed Date:
03/28/23 |
| | | Rescinds:
3.601 | Adoption Date::
09/24/19 |

1 The system provides insurance for students in two ways: catastrophic insurance and athletic accident
2 insurance.

3 Catastrophic coverage is provided for all accidents that occur to students during the normal school day
4 or while taking part in school sponsored and supervised activities, including summer camps and travel
5 to and from activities. The deductible is \$10,000 per incident.

6 Also provided is coverage for athletic injuries. Tennessee Secondary School Athletic Association
7 (TSSAA) provides coverage at no cost to the system after a \$10,000 deductible is met. The system
8 provides coverage which takes effect on the first dollar of claims up and until the TSSAA provided
9 policy takes effect.

Cross References

Interscholastic Athletics 4.301

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Workers' Compensation | Descriptor Code:
3.602 | Reviewed Date:
03/28/23 |
| | | Rescinds:
3.602 | Issued:
09/24/19 |

1 The Board shall maintain adequate workers' compensation coverage according to state statutes and
2 shall post and maintain in a conspicuous place on the business premises a printed notice regarding
3 workers' compensation as prescribed by the commissioner of labor and workforce development.¹

4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians
5 or surgeons, not associated together in practice, if available. The names of the physicians or surgeons
6 shall be posted in conspicuous places throughout the maintenance, transportation, clerical, and
7 professional areas of participating schools. Any claimant may select an operating surgeon or attending
8 physician listed on the medical panel for treatment of on-the-job injuries.² Any specialized treatment of
9 injuries must be based upon a referral by the practitioner providing the initial treatment. The claimant
10 will select the specialist from the approved panel provided by the workers' compensation insurer.

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(a)(3)(A)(i)

Cross References

- Sick Leave 5.302
Physical Assault Leave 5.307

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Special Education | Descriptor Code:
4.202 | Reviewed Date:
03/28/23 |
| | | Rescinds:
4.202 | Adoption Date:
07/25/06 |

1 The Board shall provide access to a free appropriate public education to all children with disabilities
2 ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation
3 of appropriate instruction and special education services shall be in accordance with the current *Rules,*
4 *Regulations, and Minimum Standards* of the State Board of Education¹ and state² and federal³ law.

5 The Board shall develop and periodically update a local plan for providing special education services
6 for students with disabilities. Specifically, the Board shall ensure the following:

- 7 1. All children with disabilities living within the school system receive a free and appropriate
8 public education and the services to meet their unique needs; and
9
- 10 2. The rights of children with disabilities and their parents are protected.

11 The plan shall seek to accomplish the following objectives:

- 12 1. To carry out a comprehensive screening and assessment plan emphasizing the early
13 identification and evaluation of students with disabilities;
14
- 15 2. To use the Individual Education Program Team (IEP-Team) for assessment review, program
16 formulation, and placement decisions for every student with disabilities, including review of
17 proposed suspensions when appropriate, in accordance with the State Board of Education
18 *Rules, Regulations, and Minimum Standards*;
19
- 20 3. To ensure that placements are made to educate children with disabilities with ~~age-appropriate,~~
21 ~~children without disabilities typically-developing peers~~ to the extent appropriate;
22
- 23 4. To provide each child with a disability with an individual educational program (IEP)
24 specifically designed to meet his/her unique needs;
25
- 26 5. To provide continuing evaluation of the progress of each student with a disability, including at
27 least an annual review of each IEP and a complete re-evaluation at least every three (3) years;
28
- 29 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
30
- 31 7. To involve parents of children with disabilities in a meaningful dialogue with school personnel,
32 which will begin with an initial referral and continue throughout the student's educational
33 career.

Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101 *et seq.*
3. 20 USCA §§ 1400-1485; 29 USCA § 794; 34 CFR § 300.504

Cross References

Compulsory Attendance Ages 6.201
Alternative ~~School Programs~~Education 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Greeneville City Board of Education

| | | | |
|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Recognition of Religious Beliefs, Customs
& Holidays | Descriptor Code:
4.803 | Reviewed Date:
03/28/23 |
| | | Rescinds:
4.803 | Adoption Date:
07/24/14 |

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All
2 students and staff members shall be tolerant of the views of others and not discriminate against anyone
3 for a religious viewpoint or lack of a religious viewpoint. Students and staff members shall be excused
4 from participating in practices which are contrary to their religious beliefs.¹

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be
7 treated in the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments
9 free from discrimination based on the religious content of their submissions. These assignments shall be
10 judged by ordinary academic standards of substance and relevance and against other legitimate academic
11 concerns. A student shall not be penalized or rewarded on account of the religious content of the student's
12 work.²

13 **RELIGIOUS HOLIDAYS**

14 Recognition of religious holidays shall be as follows:³

- 15 1. The holidays throughout the year which have both a religious and a secular basis may be
16 observed;⁴
17
- 18 2. The historical and contemporary values and the origin of religious holidays may be explained in
19 an unbiased and objective manner without sectarian indoctrination;
20
- 21 3. Music, art, literature, and drama having religious themes or basis are permitted as part of the
22 curriculum for school-sponsored activities and programs if presented in a prudent and objective
23 manner and as a traditional part of the cultural and religious heritage of the particular holiday;
24
- 25 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid
26 or resource, provided such symbols are displayed as an example of the cultural and religious
27 heritage of the holiday and are temporary in nature; and
28
- 29 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with
30 religious holidays of all faiths. All students and staff members shall be tolerant of the views of
31 others. Students and staff members shall be excused from participating in practices which are
32 contrary to their religious beliefs.¹

Legal References

1. TCA 49-6-2901 through 2906
2. TCA 49-6-1804
3. *Florey v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Attendance 6.200

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Vacation and Holidays | Descriptor Code:
5.310 | Reviewed Date:
03/28/23 |
| | | Rescinds:
5.310 | Adoption Date:
08/28/14 |

1 Employees are urged to utilize their vacation for relaxation, pleasure and good health.

2 All vacation and personal leave requests must be approved in advance by one's immediate supervisor
3 through the district's leave management system. Records on vacation and personal leave will be
4 maintained by the central office. Vacation must be taken in increments of no less than one-quarter day.

5 The annual school calendar, adopted by the Board each year, will specify paid holidays and will be a
6 part of each employee's contract.

7

8 Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends
9 or when school is in session.¹

10 The central office will be open during regular hours on all days except weekends and holidays, unless
11 determined otherwise by the Board of Education. Changes will be announced to the public.

12

13 **VACATIONS²**

14 **SYSTEM-WIDE PROFESSIONAL PERSONNEL (260 Day)**

15 System-wide administrative personnel (260 day/twelve-month employees) shall earn vacation, receive
16 paid holidays, and earn three (3) personal leave days per year. Earned vacation may be carried over and
17 accumulated to no more than twenty (20) days. Days accumulated in excess of twenty (20) will be lost
18 as of June 30 of each year. Personnel with more than twenty (20) days of accumulated vacation may
19 elect to be paid for up to five (5) days on their July 31 check, if requested prior to June 30. Employees
20 must submit their request in writing to the Chief Financial Officer for approval. Pay will be based on
21 the employee's daily rate. Personal leave days not used annually will be credited to sick leave.

22 Employees in this category shall earn vacation days as follows:

23

24 1. One (1) day per month for administrative personnel with less than five (5) years administrative
25 experience in the Greeneville City Schools.

26 2. One and one-fourth (1 1/4) days per month for administrative personnel with five to ten (5-10)
27 years administrative experience in the Greeneville City Schools.

28 3. One and one-half (1 1/2) days per month for administrative personnel with ten (10) or more years'
29 administrative experience in the Greeneville City Schools.

1 **SYSTEM-WIDE PROFESSIONAL PERSONNEL (240 Day)**

2 System-wide professional personnel on a 240 day/twelve-month contract will receive the same school-
3 year holidays as teachers, earn three (3) personal leave days, plus ten (10) days of vacation which must
4 be used during the current year by June 30 and cannot be carried over.

5 **SYSTEM-WIDE PROFESSIONAL PERSONNEL (220 Day)**

6 System-wide professional personnel on a 220 day/eleven-month contract will receive the same school-
7 year holidays as teachers, earn three (3) personal leave days, plus five (5) days of vacation which must
8 be used during the current year by June 30 and cannot be carried over.

9 **PRINCIPALS**

10 Principals and Assistant Principals on a 240 day/twelve-month contract will receive the same school-
11 year holidays as teachers, earn three (3) personal leave days, plus two (2) weeks of vacation. Two (2)
12 vacation days may be used during the school year and the remaining eight (8) days may only be taken
13 during time school is not in session. Vacation days must be used during the current year by June 30
14 and cannot be carried over.

15 Assistant Principals on a 220 day/eleven-month contract will receive the same school-year holidays as
16 teachers, earn three (3) personal leave days, plus one (1) week of vacation during time the school is not
17 in session. Two (2) vacation days may be used during the school year and the remaining three (3) days
18 may only be taken during time school is not in session. Vacation days must be used during the current
19 year by June 30 and cannot be carried over.

20 **NON-CERTIFIED PERSONNEL (260 day)**

21 Non-Certified personnel (260 day/twelve-month employees) shall earn annual vacation time as
22 follows:

- 23 1. One (1) day per month for personnel with less than five (5) years' experience in the Greeneville
24 City Schools.
25 2. One and one-fourth (1 1/4) days per month for personnel with five-ten (5-10) years' experience
26 in the Greeneville City Schools.
27 3. One and one-half (1 1/2) days per month for personnel with ten (10) or more years' experience
28 in the Greeneville City Schools.

29 Earned vacation may be carried over and accumulated to no more than twenty (20) days. Days
30 accumulated in excess of twenty (20) days will be lost as of June 30 each year. Support personnel with
31 more than twenty (20) days of accumulated vacation may elect to be paid for up to five (5) days at July
32 31. Employees must submit their request in writing to the Chief Financial Officer for approval. Pay
33 will be based on the employee's daily rate.

34 **NON-CERTIFIED PERSONNEL (240 and 253 1/2 day)**

35 Non-Certified personnel (240 and 253 1/2 day/twelve-month employees) shall earn ten (10) vacation days
36 per year which must be used during the current year by June 30 and cannot be carried over.

1 **NON-CERTIFIED PERSONNEL (220 day)**

2 Non-Certified personnel (220 day/eleven-month employees) shall earn five (5) vacation days per year
3 which must be used during the current year by June 30 and cannot be carried over.

4 **NON-CERTIFIED PERSONNEL (Full Time Only – 10 Month)**

5 Full Time Non-Certified personnel working a ten-month calendar shall earn three (3) vacation days per
6 year which must be used during the current year by June 30 and cannot be carried over.

7 ***Holidays***

8 Full time Non-Certified personnel shall receive paid holidays according to the school calendar as
9 approved annually by the Board of Education.

Legal References

1. TCA 15-1-101
2. TCA 49-6-3004(b)

Cross References

Orientation and Probation 5.107
Short Term Leaves of Absence 5.300

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Personnel Health
Examinations/Communicable
Diseases | Descriptor Code:
5.400 | Revision Date:
03/28/23 |
| | | Rescinds:
5.400 | Issued:
09/23/99 |

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable
3 disease.

4 No employee who has any communicable disease shall perform ~~his/her~~ **their** duties in any location where
5 such might endanger the health of school children. The Board shall require any employee to submit to a
6 physical examination by a physician whenever there is reason to believe that the employee has any
7 communicable disease.²

8 Greeneville City Board of Education will continue to employ persons who are infected with
9 communicable diseases such as Tuberculosis, Hepatitis, or Human Immunodeficiency Virus (HIV) as
10 long as these individuals are physically cable of performing their jobs and where the employee's
11 medical condition does not pose a threat of contagion to others or a peril of infectious exposure to the
12 employee. HIV infected employees will not be prevented from participating in the educational process
13 solely based on the diagnosis, and the employee's work program shall be restricted only to the extent
14 necessary to minimize the risk of disease transmission. All employment decisions will be handled on
15 an individual basis as deemed appropriate under the Americans with Disabilities Act (ADA).

16 **CONFIDENTIALITY**

17 Information including names, records, reports, and/or correspondence and any other identifying
18 information on any communicable disease status, including Hepatitis, HIV or HIV related illness and
19 AIDS infection, for any employee shall be maintained in confidence. Permissible disclosure will occur
20 only to a signed authorization for release, appropriate court order, or lawfully issued subpoena. All
21 persons having knowledge of an employee's Hepatitis or HIV infection must respect the employee's
22 right to privacy, including the maintenance of confidential records.

Legal References

1. TCA 49-5-404
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-202
Acquired Immune Deficiency Syndrome (AIDS) 5.401

Greeneville City Board of Education

| | | | |
|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Acquired Immune Deficiency
Syndrome (AIDS) | Descriptor Code:
5.401 | Reviewed Date:
03/28/23 |
| | | Rescinds:
5.401 | Issued:
06/28/07 |

1 **LIABILITY AND NON-DISCRIMINATION**

2 No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing **his/her**
3 **their** employment. No disciplinary action may be taken against an employee solely on the basis of HIV
4 infection or AIDS. The Director of Schools or **his/her** designee shall make reasonable accommodation
5 to enable the employee to perform employment duties as may be required by state or federal law.¹

6 **HIV/AIDS TESTING**

7 No school official can require any employee to undergo an HIV antibody test or other HIV-related test.
8 This does not preclude school officials from requiring an employee to undergo an examination when
9 another communicable illness is suspected.²

10 **CONFIDENTIALITY**

11 Information about an employee's HIV status is not to be documented in the employee's personnel file
12 and shall not be faxed.^{1,3}

13 Information obtained is confidential and may not be released to anyone except:³

- 14 1. Persons named on an Authorization for Release of Confidential HIV-Related Information
15 Form;
- 16 2. Persons listed on a court order, and
- 17 3. Persons authorized to receive such information without a release or court order.

18 Under no circumstances shall information identifying an employee with AIDS be released to the
19 public.

20 **INFECTION CONTROL**

21 To prevent and manage exposure in the workplace, all school system employees will receive in-service
22 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
23 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal

1 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
2 Other Blood-borne Pathogens in Health Care Settings.¹

3 **EDUCATION AND TRAINING**

4 Annually, the Director of Schools shall ensure that all employees, including newly hired staff, receive
5 current HIV training. These programs can utilize the educational/training resources of agencies or
6 private institutions with personnel trained in the areas of HIV/AIDS prevention education.¹

7 The Director of Schools shall be responsible for developing, revising and implementing the
8 administrative guidelines and procedures for this policy. The Director of Schools shall be responsible
9 for enforcing this policy by communicating it to all personnel and by providing necessary instruction
10 to all administrators.

Legal References

1. State Board of Education Policy 5.300
2. 29 CFR § 1630.13(b); TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 68-10-113

Cross References

Section 504 and ADA Grievance Procedures 1.802
Promoting Student Welfare 6.400

Greeneville City Board of Education

| | | | |
|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Hepatitis B (HBV) | Descriptor Code:
5.402 | Reviewed Date:
03/28/23 |
| | | Rescinds:
5.402 | Adoption Date:
09/23/99 |

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids
2 that are recommended by appropriate health professionals.¹

3 All school district personnel shall be advised of routine procedures to follow in handling body fluids.
4 These procedures shall provide simple and effective precautions against transmission of diseases to
5 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard
6 health and safety practices. No distinction shall be made between body fluids from individuals with a
7 known disease and individuals without symptoms or with an undiagnosed disease.

8 The administration shall develop, in consultation with medical personnel, administrative procedures to
9 be distributed to all staff. Training and appropriate supplies shall be available to all personnel including
10 those involved in transportation and custodial services.

11 In addition to ensuring that these health and safety practices are carried out on a district-wide basis,
12 special emphasis shall be placed in those areas of school district operation that potentially present a
13 greater need for these precautions.

14 **CONFIDENTIALITY AND NON-DISCRIMINATION²**

15 In all instances, district personnel shall respect the individual's right to privacy and treat any medical
16 diagnosis as confidential information. The Director of Schools shall initiate procedures to ensure that
17 all medical information will be held in strict confidence. Any school staff member who violates
18 confidentiality shall be subject to appropriate disciplinary measures.

19 Under no circumstances shall information identifying an employee with HBV be released to the public.

20 **SAFETY**

21 Employees who are at high risk of occupational exposure shall be identified and provided with personal
22 protective equipment, including HBV vaccinations. At the time of hire, employees in high risk positions
23 will be required to participate in bloodborne pathogen training and will be provided with the opportunity
24 to receive the Hepatitis B vaccination. These employees will be required to accept or decline the
25 vaccination in writing and are required to schedule the vaccination appointment within ten (10) working
26 days of hire with the Coordinated School Health Department.¹ Employees considered to be at high risk
27 shall include, but are not limited to, custodians, school nurses, special education teachers and
28 instructional assistants, playground supervisors, coaches, and physical education teachers.

1 When any employee is known to have been exposed to HBV on the job site, the employee will be notified
2 immediately by a supervisor, and the Board shall provide vaccinations.

3 The principal will ensure that an accident report is filed for all accidents and is reported to the
4 Coordinated School Health Department. The report will include the employee's name, date of the
5 accident, an explanation of the accident and the care used in treating the individual. These reports will
6 be kept on file in the Coordinated School Health Department for a minimum of one (1) year.

7 **EDUCATION AND UNIVERSAL PRECAUTIONS**

8 HBV education, including universal precautions on handling blood and other body fluids, will be
9 provided to all school personnel and volunteers and may include members of the Board.

Legal References

1. 29 CFR § 1910.1030
2. TCA 68-10-113

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Drug & Alcohol Testing for
Employees | Descriptor Code:
5.403 | Revision Date:
03/28/23 |
| | | Rescinds:
5.403 | Adoption Date:
12/13/18 |

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable
3 suspicion, and when appropriate, refer the matter to the Director of Schools/designee. It is not the
4 supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and
5 supporting this suspicion should be included in a written report detailing the basis for the suspicion.
6 After the report is filed, the employee ~~should~~ **shall** be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist: (list
8 is not inclusive)

- 9 1. Observable phenomena while at work, such as direct observation of drug or alcohol use or of
10 the physical symptoms or manifestations of being under the influence of a drug or alcohol;
11
- 12 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work
13 performance;
14
- 15 3. A report of drug or alcohol use, provided by a reliable and credible source;
16
- 17 4. Evidence that an individual has tampered with a drug or alcohol test during employment with
18 the current covered employer;
19
- 20 5. Information that an employee has caused, contributed to or been involved in an accident while
21 at work; or
22
- 23 6. Evidence that an employee has used, possessed, sold, solicited or transferred drugs or used
24 alcohol while working or while on the covered employer's premises or while operating the
25 covered employer's vehicle, machinery or equipment;

26 POST ACCIDENT DRUG TESTING

27 Testing shall be completed when an employee suffers a work-related injury requiring more than first
28 aid or is involved in a job-related accident or incident which results in property damage of \$200 or
29 more. Such testing will occur as soon as possible, but only after emergency or urgent medical care has
30 been administered.

31 Under no circumstances shall an employee under reasonable suspicion or post-accident incident
32 transport themselves to the testing facility and shall always be accompanied by a manager or
33 supervisor.

1 TESTING FOR CDL EMPLOYEES

2 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License
3 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures
4 relating to this policy.¹

5 The use, possession, sale, purchase or transfer of any controlled substances except medically
6 prescribed drugs on school property, while on school business or while operating school vehicles and
7 equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before
8 reporting to work or having any measurable amount of alcohol in ~~his/her~~ the employee's system during
9 working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-
10 duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or
11 performance and ~~his/her~~ their ability to pass required DOT alcohol and controlled substance tests. Any
12 violation of this policy is grounds for termination as an employee of the Board and possible legal
13 prosecution.

14 The use of any prescription drug that could affect the central nervous system or one that would impair
15 reaction time shall be reported to the Director of Schools/Director of Transportation. Notice shall be
16 given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall
17 include the duration of ingestion and the possible side effects.

18 Procedures

19 The execution and enforcement of this policy will follow set procedures to screen bodily fluids,
20 conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those
21 employees suspected of violating this policy who are involved in a reportable accident or who are
22 periodically or randomly selected. The procedures are designed not only to detect violations of this
23 policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

24 Implementation

25 The Director of Schools/Director of Transportation is authorized to implement this policy and
26 procedures for the drug testing program, including a periodic review of the program to address any
27 problems, changes and/or revisions of it, maintenance of all records required by the federal regulations,
28 and determination upon Board approval of how the program will be accomplished, whether in-house,
29 contracted or by consortium.

30 Dissemination

31 The Director of Schools/Director of Transportation shall be responsible for communicating this policy
32 and the procedures to all employees affected by this policy and shall be accountable for its consistent
33 enforcement.² The Director of Schools/Director of Transportation is designated to answer questions
34 about this policy, procedures and all other matters involved in alcohol and controlled substance testing
35 of CDL drivers and the reasonable suspicion testing of all other employees.
36

Legal References

1. Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331
2. 49 CFR § 382.601

Cross References

Alcohol & Drugs in the Workplace 1.804

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:

Nepotism | Descriptor Code:
1.108 | Reviewed Date:
04/27/23 |
| | | Rescinds:
1.108 | Adoption Date:
07/24/18 |

1 The Director of Schools will not employ any teacher or other employee if such teacher or other employee
2 is related to the Director of Schools or any other member of the Board.¹

3 This shall not apply to any person within such relationship or relationships who has been regularly
4 employed by the Board prior to the inception of the relationship, the adoption of this policy, or a board
5 member's election.

6 Whenever a person is considered by the Director of Schools for initial employment in the system and
7 that person is related to an administrator in the system, a county commissioner, or any appointed or
8 elected city official, the relationship shall be made known to the Board prior to the employment of
9 such person.¹

10 If a member of the Board has a relative who is an employee in the system, prior to voting on any
11 matter of business that may have an effect upon the employment of the relative, the member shall
12 declare such relationship. In making such a declaration, the member shall certify ~~that his/her~~ the vote
13 on the pending matter will be in the best interest of the school system.¹

14 No person shall supervise or be supervised by an employee if ~~he/she~~ the employee is an immediate
15 family member or is related to the employee. For purposes of this policy, the terms "related to" and
16 "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-
17 in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in
18 the same household.² In addition, Greeneville City Schools recognizes any of the aforementioned
19 relationships created by marriage.

Legal References

1. TCA 49-2-202(a)(3)
2. TCA 49-2-202(a)(3)(B)

Cross References

- Supervision 5.108
Assignment/Transfer 5.115

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Method of Election of Officers | Descriptor Code:
1.200 | Reviewed Date:
04/27/23 |
| | | Rescinds:
1.200 | Adoption Date:
12/13/18 |

- 1 At the first regular meeting in September each year, the Board shall organize by electing a Chair,¹ a
2 Vice Chair, Treasurer, and a Legislative Representative to serve one-year terms. In the event that an
3 officer's seat on the Board is vacated, the Board shall elect a successor to serve the remainder of the
4 officer's term. Each board officer shall be eligible for re-election.
- 5 Newly elected Board officers will assume duty at the regular October Board of Education meeting
6 after the September election to allow time for a fidelity bond to be secured if a new treasurer is elected.
- 7 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
8 the meeting to order and preside until a chair is elected as the first order of business.
- 9 If the office of Chair is vacated prior to the expiration of the annual term, the Vice Chair shall assume
10 all responsibilities until the position is filled.
- 11 If the office of Treasurer is vacated prior to the expiration of the annual term, the ~~chairperson~~ Chair
12 shall assume all responsibilities of the treasurer until a new treasurer is elected and bonded.

Legal References

1. TCA 49-2-202(c)(2)

Greeneville City Board of Education

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|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Duties of Officers | Descriptor Code:
1.201 | Reviewed Date:
04/27/23 |
| | | Rescinds:
1.201 | Adoption Date:
01/24/19 |

1 CHAIR

2 The Chair of the Board shall have the following duties:

3

- 4 1. To assist the Director of Schools in preparing meeting agendas;
- 5 2. To preside at all meetings of the Board;¹
- 6 3. To appoint committees authorized by the Board;¹
- 7 4. To function as chair of the Executive Committee;¹
- 8 5. To countersign all warrants authorized by the Board and issued by the Director of Schools for
- 9 all expenditures of the school system;^{1,2}
- 10 6. To conduct Board hearings;³
- 11 7. To prepare the school budget with the Director of Schools;⁴
- 12 8. To certify the value of surplus property;⁵ and
- 13 9. To carry out other such duties as may be assigned by the Board.

14 VICE CHAIR

15 The Vice Chair shall assume the duties of the Chair in ~~his/her~~ a temporary absence. In the event the
16 position of Chair becomes vacant, the Vice Chair shall fill this role until a new Chair can be elected.

17 SECRETARY

18 The Director of Schools shall serve as secretary to the Board. ~~He/she~~ The Director of Schools shall
19 keep and preserve all of its records and see that such reports are in proper form.⁶ ~~He/she~~ The Director
20 of Schools has the right to advise on any question under consideration but has no vote.

21 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with
22 the Director of Schools.

23 TREASURER

24 The treasurer will maintain regular contact with the school system business office and chief financial
25 officer. The treasurer will seek to ensure that generally accepted accounting practices are used and
26 governmental auditing standards met.

27 CHAIR PRO TEM

28 A Chair Pro Tem shall be elected to preside during a meeting when both the Chair and the Vice Chair
29 are absent.

Legal References

1. TCA 49-2-205
2. TCA 49-2-113
3. TCA 49-5-512(c)
4. TCA 49-2-203(a)(9)(A)(i)
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

- Role of the Board of Education 1.101
- Duties of Board Members 1.202
- Board Committees 1.300
- Executive Committee 1.301
- Agendas 1.403
- Minutes 1.406
- Annual Operating Budget 2.200
- Surplus Property Sales 2.403
- Separation Practices for Tenured Teachers 5.200

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Petty Cash Accounts | Descriptor Code:
2.801 | Reviewed Date:
04/27/23 |
| | | Rescinds:
2.801 | Adoption Date:
09/24/19 |

1 *General*

2 In order to facilitate refunds and minor purchases, the central office and the individual schools in the
 3 system may maintain petty cash funds.¹ These funds will be used for the payment of permissible and
 4 properly itemized bills for materials, supplies, or services under conditions calling for immediate
 5 payments. The Board ~~shall~~ **may** determine the maximum amount to be available in any fund.

6 The Director of Schools or ~~his/her~~ designee shall be responsible for disbursing and accounting for money
 7 from the **C**entral **O**ffice fund. The Principal or ~~his/her~~ designee in each school shall have the same
 8 responsibility regarding individual school funds.

9 Expenditures against these funds must be itemized and accounted for at all times.

10 Itemized expenditures from the individual school funds shall be maintained and kept on file at each
 11 school. Expenditures made from the **C**entral **O**ffice fund shall be itemized and kept on file in the Director
 12 of Schools' office.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Sections 5-16, 5-17*

Cross References

Accounting System 2.700

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Bids and Quotations | Descriptor Code:
2.806 | Reviewed Date:
04/27/23 |
| | | Rescinds:
2.806 | Adoption Date:
12/13/06 |

1 *General*

2 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
3 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
4 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
5 district. Department heads and program leaders shall advertise for bids and receive quotations.
6 Newspaper advertisement may be waived by the Chief Financial Officer in an emergency.²

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
8 may be made in the open market without newspaper notice but shall, whenever possible, be based on at
9 least three (3) competitive bids.²

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

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

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

17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, and similar services by professional persons or
19 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
20 basis of recognized competence and integrity.⁴

21 Insurance purchased through a plan authorized and approved by an organization of governmental
22 entities representing cities and counties shall also be exempted.⁵

Legal References

1. TCA 49-2-203(a)(3); **Public Acts of 2022, Chapter No. 1016**
2. TCA 49-2-203(a)(3)(A)-(C)(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**
5. TCA 29-20-407

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

Greeneville City Board of Education

| | | | |
|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Business Management Goals | Descriptor Code:
3.100 | Reviewed Date:
04/27/23 |
| | | Rescinds:
3.100 | Adoption Date:
12/14/17 |

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

Cross References
School District Goals 1.700

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Building and Grounds Management | Descriptor Code:
3.200 | Reviewed Date:
04/27/23 |
| | | Rescinds:
3.200 | Adoption Date:
06/22/17 |

1 The Director of Schools/**designee** shall develop and implement a program of maintenance for all District-
2 owned buildings and grounds which shall provide for the following:¹

- 3 1. Adequate custodial programs for all schools;
- 4 2. Improvement and maintenance of school buildings and grounds;
- 5 3. Repairs, including repairs of equipment, and painting; and
- 6 4. Determination of obsolete/surplus equipment.

7 The following are responsibilities of building Principals:²

- 8 1. Oversee the operation of the school and require the personnel assigned to the building to keep it
9 in a clean, healthy, and pleasant condition;
- 10 2. Inspect the premises of the school to prevent, identify, or remedy hazardous conditions; and
- 11 3. Request, in a timely manner, appropriate maintenance and repairs through the appropriate
12 channels.

Legal References

1. TCA 49-2-301(b)(1)(G)
2. TCA 49-2-303(b)(1)

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
<h2 style="margin: 0;">Safety</h2> | Descriptor Code:
3.201 | Reviewed Date:
<b style="color: red;">04/27/23 |
| | | Rescinds:
3.201 | Adoption Date:
12/14/17 |

1 In accordance with Board policy, the Principal of each school shall develop procedures for keeping
 2 school facilities safe and free from hazards.

3 All employees shall report current and potential hazards to their immediate supervisor(s).

4 Each Principal is responsible for seeing that safety is a part of the instructional program of the school as
 5 required by law.

6 The safety program shall include:¹

- 7 1. Fire prevention
- 8 2. Accident prevention
- 9 3. Warning systems
- 10 4. Emergency drills
- 11 5. Traffic safety
- 12 6. Safety inspections
- 13 7. First aid
- 14 8. Disaster preparation

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

19 The Principal shall secure assistance from law enforcement officials when ~~he/she~~ **they** deems it
 20 necessary in order to maintain order or security. In addition, the Director of Schools/ ~~or his/her~~
 21 designee shall provide the local law enforcement agency with all safety and security plans.³

Legal References

- 1. TCA 49-6-805(7)
- 2. TCA 49-6-2008(a), (b)
- 3. TCA 49-6-804(c); TCA 49-6-805

Cross References

- Visitors to the School 1.501
- Emergency Preparedness Plan 3.202
- Care of School Property 6.311

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Instructional Program | Descriptor Code:
4.100 | Reviewed Date:
04/28/2024/27/23 |
| | | Rescinds:
4.100 | Adoption Date:
09/23/99 |

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹

4 **GOALS**

5 The Board approves the following instructional goals for students:

- 6 •1. To acquire the knowledge and attitude necessary to achieve and maintain good physical and
7 mental health;
- 8
- 9 •2. To develop the skills necessary to function as a self-directed person;
- 10
- 11 •3. To develop the capacity to cope with change through an understanding of the arts,
12 humanities, humanities, and scientific processes;
- 13
- 14 •4. To know the principles involved in making moral and ethical choices;
- 15
- 16 •5. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem
17 solving;
- 18
- 19 •6. To develop a positive attitude toward learning as a the lifelong endeavor of learning;
- 20
- 21 •7. To learn to identify personal talents and interests, make appropriate career choices, and develop
22 career skills;
- 23
- 24 •8. To acquire knowledge and to develop skills in the management of personal and public
25 resources necessary for meeting obligations to self, family, and society;
- 26
- 27 •9. To learn to act in a responsible manner;
- 28
- 29 •10. To learn of the rights and responsibilities of citizens of the community, state, nation and world;
30 and
- 31 •11. To learn to understand, respect, and interact with people of different cultures, generations, and
32 races.

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Legal References

1. 42 USCA § 2000d *et seq.*

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Curriculum Development | Descriptor Code:
4.200 | Reviewed Date:
04/27/23 |
| | | Rescinds:
4.200 | Adoption Date:
02/24/11 |

1 *General*

2 Under the leadership and direction of the Assistant Director of Schools for Instruction, a unified
3 curriculum shall be developed for the school system in each subject area for grades K-12 and presented
4 to the Board for adoption.¹

5 The curriculum shall include those subjects and topics required by state and federal laws and
6 regulations.² It shall foster respect and appreciation of the cultural diversity found in our country and an
7 awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic
8 society.

9 Teachers in each school shall participate in the system-wide development of the curriculum in their
10 appropriate subject areas. Assignments for curriculum development in the elementary grades will be
11 made by the principal. The curriculum will be revised and updated regularly through in-service programs
12 and curriculum planning sessions with changes subject to approval by the Board.

13 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
14 encouraged but must have prior approval of the principal. An experimental program requires the
15 approval of the Director of Schools, the Board, the Commissioner of Education, and the State Board of
16 Education.¹

17 **IMPLEMENTATION**

18 The primary responsibility for ensuring the effective operation of the curricular programs and activities
19 shall be delegated to the Assistant Director of Schools for Instruction.

20 The school principals shall be responsible for administering the established instructional programs of
21 their respective schools.

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Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.03
2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*; TCA 49-6-1301-1302

Cross References

In-Service and Professional Learning Opportunities 5.113
Staff Rights & Responsibilities 5.600
Time Schedules and Extra Duty 5.602

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Employee-Developed Materials | Descriptor Code:
4.405 | Reviewed Date:
04/27/23 |
| | | Rescinds:
4.405 | Issued:
02/24/94 |

- 1 Intellectual property and materials that are developed by an employee as part of his/her regular
2 employment are the properties of the school district,¹ unless otherwise modified within a separate
3 agreement between the school district and a specific employee.
- 4 The Director of Schools shall ensure that employment contracts reference the provisions of this policy.

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Legal Reference

1. *Community for Creative Non-Violence v. Reid*, 490 U.S. 730 (1989); 17 USCA § 201(b)

Cross References

School and System Websites 4.407
Staff Conflicts of Interest 5.601

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Discrimination/Harassment of
Employees
(Sexual, Racial, Ethnic, Religious) | Descriptor Code:
5.500 | Reviewed Date:
04/27/23 |
| | | Rescinds:
5.500 | Adoption Date:
09/23/99 |

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment. It shall be a violation of this policy for any employee or any student to
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,
4 racial, ethnic, or religious in nature. The following guidelines are set forth to protect employees from
5 discrimination/harassment.

6 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
7 conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious
8 nature which:

- 9 1. Unreasonably interferes with the individual's work or performance; or
- 10 2. Creates an intimidating, hostile, or offensive work environment; or
- 11 3. Implies that submission to such conduct is made as an explicit or implicit term of
12 employment; or
- 13 4. Implies that submission to or rejection of such conduct will be used as a basis for an
14 employment decision affecting the harassed employee.

15 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
16 incidents immediately.² This report should be made to the immediate supervisor except when the
17 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
18 may be made to the Federal Rights Coordinator or the Director of Schools. Allegations of
19 discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances 5.501*).
20 An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a
21 thorough investigation. The complaint should include the following information:

- 22 1. Identity of the alleged victim and person accused;
- 23 2. Location, date, time, and circumstances surrounding the alleged incident;
- 24 3. Description of what happened;
- 25 4. Identity of witnesses; and
- 26 5. Any other evidence available.

- 1 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
2 because an individual's need for confidentiality must be balanced with obligations to cooperate with
3 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
4 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may
5 be disclosed in appropriate circumstances to individuals with a need to know.
- 6 A substantiated charge against an employee shall result in disciplinary action up to and including
7 termination. A substantiated charge against a student may result in corrective or disciplinary action up
8 to and including suspension.
- 9 There will be no retaliation against any person who reports discrimination/harassment or participates in
10 an investigation. However, any employee who refuses to cooperate or gives false information during the
11 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
12 itself be considered harassment and will be treated as such.
- 13 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
14 Rights Coordinator or the Director of Schools.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104
2. 20 USCA § 1681

Cross References

Appeals To and Appearances Before the Board 1.404
Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Complaints and Grievances | Descriptor Code:
5.501 | Reviewed Date:
04/27/23 |
| | | Rescinds:
5.501 | Issued:
04/22/04 |

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The Board believes that differences of opinions arising in the course of employment should be resolved
3 as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures to that staff member, administrative practices within ~~his/her~~ a particular school, and
6 relationships with other employees, the staff member concerned must consult the administrative or
7 supervisory personnel ~~to whom he/she is~~ responsible. If a satisfactory resolution of the problem cannot
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may
9 discuss the matter with the next level of supervision up to and including the Director of Schools.

10 In instances where an individual staff member feels for personal reasons that ~~he/she~~ they cannot discuss
11 a problem with ~~his/her~~ their immediate superior, ~~he/she~~ they may discuss the matter with the next level
12 of supervision up to and including the Director of Schools. After review of the case, the Director of
13 Schools shall take action as ~~he/she~~ they deems appropriate and within a prompt, reasonable time shall
14 notify all parties concerned of ~~his/her~~ their decision.

15 HARASSMENT/DISCRIMINATION GRIEVANCES

16 Employees should notify any district complaint manager if they believe the Board, district employees,
17 or agents have violated their rights guaranteed by the state or federal constitution, state or federal
18 statute or board policy including:^{1,2,3}

- 19 1. Age Discrimination Employment Act¹
- 20 2. Title II of the Americans with Disabilities Act⁴
- 21 3. Title IX of the Education Amendments of 1972⁵
- 22 4. Section 504 of the Rehabilitation Act of 1973⁶
- 23 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the
24 Education Amendments of 1972^{7,5}

25 The complaint manager will endeavor to respond and resolve complaints without resorting to this
26 grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The
27 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the
28 person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit
29 of other remedies and use of this grievance procedure does not extend any filing deadline related to the
30 pursuit of other remedies.

- 31 1. *Filing a Complaint* — An employee who wishes to avail ~~himself or herself~~ themselves of this
32 grievance procedure may do so by filing a complaint with any district complaint manager. The

1 employee may request a complaint manager of the same sex. The complaint manager may
2 assist the employee in filing a grievance. The complaint manager may request the employee to
3 provide a written statement regarding the nature of the complaint.
4

5 2. *Investigation* — The complaint manager will investigate the complaint or appoint a qualified
6 person to undertake the investigation on ~~his or her~~ **their** behalf. The complaint and identity of
7 the complainant will not be disclosed except (1) as required by law or this policy; or (2) as
8 necessary to fully investigate the complaint; or (3) as authorized by the complainant. The
9 complaint manager shall file a written report within ten (10) days of the filing of the grievance,
10 of ~~his or her~~ **their** findings with the Director of Schools. If a complaint of sexual harassment
11 contains allegations involving the Director of Schools, the written report shall be filed with the
12 Board. The Director of Schools shall keep the Board informed of all complaints.
13

14 3. *Decision and Appeal* — After receipt of the complaint manager's report, the Director of
15 Schools shall render a written decision within five (5) days of the receipt of the report which
16 shall be provided to the employee. If the employee is not satisfied with the decision, the
17 employee may appeal the decision to the Board by making a written request to the complaint
18 manager. The complaint manager shall be responsible for promptly forwarding all materials
19 relative to the complaint and appeal to the Board. Thereafter, the Board shall render within
20 thirty (30) days from the date the appeal was received, review the report and affirm, overrule or
21 modify the decision and render a written finding which shall be provided to the complainant.
22 This grievance procedure shall not be construed to create an independent right to a Board
23 hearing.

24 All grievances and complaints regarding Section 504 and ADA should refer to policy 1.802.

25 **APPOINTING COMPLAINT MANAGERS**

26 The Director of Schools shall appoint at least two complaint managers, one of each gender. The
27 Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall
28 insert into this policy the names, addresses, and telephone numbers of current complaint managers.
29 (*see note*)

30 Chief Student Services Officer
31 P.O. Box 1420
32 Greeneville, TN 37744
33 (423) 787-8009

34 Chief Human Resources Officer
35 P.O. Box 1420
36 Greeneville, TN 37744
37 (423) 787-0976

1 (Note: Title IX regulations require districts to identify the name, address and telephone number of the
2 person who is responsible for coordinating the district's compliance efforts. A policy should not be
3 adopted with a person's name in it; rather, the identifying information can be added and amended as
4 necessary.)

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*; 42 USCA §§ 6101 – 6107; 34 CFR § 110.25
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Complaints About School Personnel | Descriptor Code:
5.502 | Reviewed Date:
04/27/23 |
| | | Rescinds:
5.502 | Adoption Date:
04/22/04 |

- 1 Whenever a complaint about an employee is made to the Board as a whole or a board member as an
2 individual, it will be referred to the Director of Schools for study and possible solutions. The Director
3 of Schools will notify the person who supervises the employee involved. The employee involved will
4 be advised by ~~his/her~~ **their** immediate supervisor of the nature of the complaint and given opportunity
5 for explanation, comment, and presentation of the facts as ~~he/she~~ **they** sees them.
- 6 If, after such procedure is followed there is still a question or complaint, the matter shall then be referred
7 in writing to the Board, which shall determine whether it will hear the individual or group.
- 8 Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in
9 board policy dealing with public participation at board meetings.
- 10 All complaints shall be submitted in writing, explained specifically, and signed by the complainant. The
11 privacy and anonymity of all parties and witnesses to complaints shall be kept confidential unless
12 otherwise required by law. Harassment complaints shall be handled according to the Board's policy on
13 harassment.

Cross References

Boardsmanship Code of Conduct 1.2021

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Staff Rights & Responsibilities | Descriptor Code:
5.600 | Reviewed Date:
04/27/23 |
| | | Rescinds:
5.600 | Adoption Date:
09/23/99 |

1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational
2 welfare of the students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
4 discrimination/harassment.¹

5 Educators have the right to:²

- 6 1. Be treated with civility and respect as well as having ~~his/her~~ **their** professional judgement and
7 discretion respected;
- 8
- 9 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
10 appropriate agencies;
- 11
- 12 3. Provide students with a safe environment;
- 13
- 14 4. Defend themselves and their students from physical violence or harm;³
- 15
- 16 5. Share information regarding a student's educational experience, health, or safety with the
17 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 18
- 19 6. Review all instructional material or curriculum before being utilized by students; and
- 20
- 21 7. Not be required to use ~~his/her~~ personal money to appropriately equip a classroom.

22 Each staff member has the responsibility to:

- 23 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
24 the procedures designed to implement them;
- 25 2. To adhere to the Teacher Code of Ethics to the extent applicable⁵;
- 26 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
27 students and the students' right to know;
- 28 4. Be courteous and helpful in interacting and responding to parents, visitors, and members of the
29 public;

1 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
2 State Board regulations, board policy, and administrative procedures; and

3 6. Wear appropriate dress for work according to local school rules.

4 **ACADEMIC FREEDOM**

5 The Board recognizes the right of a teacher to discuss any social, economic, or political problems as well
6 as the right of a student to explore any field or hold any belief without interference from the teacher.

7 Academic freedom within the confines of state law and board policy will be guaranteed to teachers in
8 order to create an atmosphere of freedom in the classroom. This permits students to raise questions
9 dealing with critical issues of the time and produces an environment conducive to the study,
10 investigation, presentation, and interpretation of facts.

11 The teacher is responsible for exercising good judgment in selecting issues for discussion and must
12 balance the relative maturity of ~~his/her~~ **their** students and the students' right to know.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-4008; Public Acts of 2021, Chapter No. 77
4. 20 USCA 1232g
5. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Staff Conflict of Interest | Descriptor Code:
5.601 | Reviewed Date:
04/27/23 |
| | | Rescinds:
5.601 | Adoption Date:
09/23/99 |

1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in sup-
3 plying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,
4 publisher, bookseller, or dealer in school furniture or apparatus; however, a spouse or family member of
5 a principal, teacher, or other school administrative employee may participate in business transactions
6 with the school system where a sealed competitive bid system is used, provided that the employee does
7 not have discretion in the selection of bids or specifications.¹

8 It shall be a misdemeanor for the Director of Schools to take any other contract under the Board, to
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to
10 become the owner of a school warrant other than that allowed for ~~his/her~~ their service as Director of
11 Schools or as Secretary to the Board.²

12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees will not engage in, or have financial interest in, any activity that raises a reasonable question
14 of conflict of interest with their duties and responsibilities as members of the school staff. This includes,
15 but is not limited to, the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any
17 service to the school district on a commission basis;¹
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not
19 receive royalties for use of such item in the school system;
- 20 3. The Board shall make no purchase of supplies, materials, or equipment from a school district
21 employee;
- 22 4. Employees shall not solicit for the purpose of selling instructional supplies, equipment, and
23 reference books in the city limits or a territory that includes the parent(s)/guardian(s) of the
24 students of the school in which the employee is assigned; and
- 25 5. Employees will not engage in any type of work where the source of information concerning a
26 customer, client, or employer originates from information obtained through the school system.
27

Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

Cross References

Gifts and Bequests 2.401
Purchasing 2.805
Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Employee-Developed Materials 4.405
Staff Gifts and Solicitations 5.605

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Promoting Student Welfare | Descriptor Code:
6.400 | Revision Date:
04/27/23 |
| | | Rescinds:
6.400 | Adoption Date:
03/19/19 |

1 The Director of Schools shall develop procedures to promote and protect the health and welfare of
 2 students. These should provide, at a minimum, for the following:

- 3 1. Student guidance services;
- 4 2. School health services;¹
- 5 3. School psychological services; and
- 6 4. School social work services.

7 The development of these programs and the scope of the services provided shall be consistent with
 8 state law.

Legal References

- 1. TRR/MS 0520-01-13-.01

Cross References

- Acquired Immune Deficiency Syndrome 5.401
- Attendance 6.200
- Drug-Free Schools 6.307
- Physical Examinations and Immunizations 6.402
- Student Communicable Diseases 6.403
- Acquired Immune Deficiency Syndrome 6.404
- Medicines 6.405
- Reporting Child Abuse 6.409
- Student Suicide Prevention 6.415

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:
Student Communicable Diseases | Descriptor Code:
6.403 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.403 | Adoption Date:
09/23/99 |

1 No student ~~shall will~~ be denied an education solely because of a communicable disease, and ~~their his/her~~
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting
3 the disease.

4 Parent(s) ~~or~~ guardian(s) of infected students shall inform appropriate school officials of the infection so
5 that proper precautions for the protection of other students, employees, and the infected student shall be
6 taken.

7 No student with a communicable disease which may endanger the health of either ~~themselves~~
8 ~~himself/herself~~ or other individuals ~~shall will~~ enter or remain in the regular school setting.^{1,2} If a ~~school~~
9 Principal has reason to believe a student has a communicable disease which may endanger the health of
10 either ~~themselves~~ ~~himself/herself~~ or other individuals in the regular school setting, the Principal shall:

- 11 1. Assign the student to a setting which will protect other students, employees, and the student; or
- 12 2. Exclude the student from school until certification is obtained from a physician or the County
13 Health Department by either the parent/guardian or Principal stating that the disease is no longer
14 communicable.

15 If the Principal has reason to believe that the student has a long-term communicable disease, the Principal
16 ~~shall must~~ require confirmation from a physician or the County Health Department as to the student's
17 condition. If the student is confirmed to have a long-term communicable disease, the Principal shall
18 refer the student for special education services.¹

19 The Principal may request that further examinations be conducted by a physician or County Health
20 Department and may request periodic re-examinations after the student has been readmitted to the
21 school.² Expenses incurred from examinations requested by school officials shall be paid by the Board.

22 The names of all students excluded from school under this policy ~~shall will~~ be forwarded to the office of
23 the Director of Schools.

Legal References

1. TRR/MS 0520-01-13-.01
2. TCA 49-2-203(b)(2)

Cross References

Special Education 4.202
Homebound Instruction 4.206
Promoting Student Welfare 6.400

Greeneville City Board of Education

| | | | |
|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Acquired Immune
Deficiency Syndrome | Descriptor Code:
6.404 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.404 | Adoption Date:
10/25/18 |

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the sole basis of HIV
4 infection. To the extent practical with medical and educational needs, the student shall be subject to the
5 same rules for class assignment, privileges and participation in any school-sponsored activities as all
6 other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.¹

9 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

10 If a student's parent(s)/guardian(s) choose to disclose the child's HIV status, all matters pertaining to that
11 student will be directed by procedures initiated by the Director of Schools.

12 The Director of Schools or designee shall be responsible for requesting medical records from the
13 parent/guardian and a statement from the student's physician regarding health status of the student
14 reported to have HIV/AIDS. In addition, the Director of Schools will gather information regarding the
15 student's cumulative school record.

16 **CONFIDENTIALITY**

17 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
18 individual or group without the written consent of the parent/guardian. All medical information and
19 written documentation of discussions, telephone conversations, proceedings and meetings shall be
20 maintained in a confidential manner. If the HIV infected student is under the age of eighteen (18), access
21 to confidential records will be granted only to those persons who have the written consent of the infected
22 student's parent(s)/guardian(s).

23 Under no circumstances shall information identifying a student with AIDS be released to the public.^{2, 3}

24 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

25 In determining the educational placement of a student known to be infected with HIV, school authorities
26 shall follow established policies and procedures for students with disabilities. School authorities shall
27 reassess placement if there is a change in the student's need for accommodations or services.

1 **HIV PREVENTION EDUCATION/CURRICULUM**^{1,4}

2 The Director of Schools or designee shall be responsible for developing instructional objectives to
 3 address each terminal objective in the state AIDS curriculum framework and provide each teacher
 4 responsible for teaching AIDS education with these objectives. Students shall further be taught universal
 5 precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the district's
 6 HIV prevention education program.

7 The state AIDS curriculum and related instructional objectives will be used in grades K-12. **Parent(s)**
 8 **/and guardian(s)** shall have convenient opportunities to preview all HIV prevention curricula and
 9 materials in accordance with the provisions of the Family Life Curriculum.

10 Students shall have access to voluntary and confidential counseling about matters related to HIV.
 11 Administrators shall maintain a list of counseling and testing resources for student use.

12 **INFECTION CONTROL**

13 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based
 14 infection control plan in which each school will provide for:

- 15 1) well-maintained and easily accessible materials necessary to follow universal
 16 precautions, and
 17 2) designate first responders responsible for implementing infection control guidelines,
 18 including investigating, correcting, and reporting on instances of exposure.

19 All schools shall further follow the most current Centers for Disease Control and Prevention (CDC)
 20 Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B
 21 Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood borne pathogens
 22 standard.⁴

23 The Director of Schools or designee shall develop procedures to implement this policy as well as the
 24 State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁴

Legal References

1. TRR/MS 0520-01-13-.02
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. State Board of Education Policy 5.300; 29 CFR 1910.1030(c)(1)(i)

Cross References

Section 504 & ADA Grievance Procedures 1.802
 Special Education 4.202
 Homebound Instruction 4.206
 Promoting Student Welfare 6.400
 Student Records 6.600

Greeneville City Board of Education

| | | | |
|--|--------------------------------------|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Medicines | Descriptor Code:
6.405 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.405 | Adoption Date:
06/28/18 |

- 1 Medications should be administered at home or by the student's parent or guardian whenever possible.
- 2 In the event medication needs to be administered while the student is at school and the parent or
3 guardian is not available to administer the medication the following rules shall apply when students are
4 competent to self-administer non-prescription or prescription medication with assistance:¹
- 5 • The student's condition for which the medication is authorized and/or prescribed must be
6 stable.
 - 7 • The self-administration of the medication must be properly documented.
 - 8 • Guidelines consistent with TCA 49-5-415 for the assistance in self-administration of non-
9 prescription and/or prescription medications by personnel in the school setting, as well as
10 recommendations developed by the Department of Health and/or Department of Education
11 and approved by the board of nursing will be provided to school personnel.
 - 12 • The student's parent or guardian must give permission in writing for school personnel to
13 assist with self-administration of medications. Such written permission shall be kept in the
14 student's school records.
 - 15 • Assistance with self-administration shall primarily include storage and timely distribution
16 of medication.

17 All Medications

- 18 1. When the student is going to self-administer medications, the parent or guardian must state
19 on the medication form that the child is competent to self-administer the authorized and/or
20 prescribed medication with assistance.
- 21 2. When the student is unable to self-administer medications the parent or guardian must
22 complete the medication form and give his/her signed consent for medication
23 administration by school personnel.
- 24 3. The parent or guardian is responsible for informing the designated school official of any
25 changes in the student's health or changes in medication in writing.
- 26 4. The medication must be delivered to the school office unless the medication must be
27 retained by the student for immediate administration (i.e. students with asthma or diabetes).
- 28 5. The parent or guardian must pick up any unused medication provided for the student by the
29 parent or guardian at the end of the treatment regimen or the end of the school year. No
30 medication will be sent home with the student.
- 31 6. Medications that are out of date or that are not picked up at the end of school will be
32 disposed of by the appropriate school staff.

1 **Alternative Medications**

2 Alternative medications are not tested or approved by the Food and Drug Administration (FDA) for
3 safety, potential side effects, dosing, or effectiveness and will not be administered at school. This
4 includes, but is not limited to, herbal or homeopathic remedies, dietary supplements, and essential oils.

5 **Prescription Medication**

- 6 1. Prescription medication will be dispensed as ordered by the appropriate licensed healthcare
7 provider. Any changes in the medication dosage or timing shall require written
8 authorization from the licensed prescriber.
- 9 2. Prescription medication must be sent to the school in the original pharmacy container or the
10 medication will not be administered. The container shall display the following: Student's
11 name, prescription number, medication name and dosage, administration route or other
12 directions, the date, licensed provider's name and pharmacy name, address, and phone
13 number.
- 14 3. Prescription medications that are administered for less than four weeks will be administered
15 if the parent or guardian has signed a medication release form.
- 16 4. Prescription medications that are administered for more than four weeks will require the
17 signature of both the parent and the healthcare provider on the medication release form (see
18 attached.)
- 19 5. All prescription for long term medication shall be renewed annually by the provider.

20 **Over the Counter Medication**

21 **A. Over the Counter Medications Provided by Student's Parent or Guardian:**

- 22 1. Medication will be administered according to package directions or by the written
23 direction of the parent or guardian or physician. Dosages that exceed the manufacturer's
24 recommended directions will not be given unless the parent or guardian provides a
25 written order from the student's healthcare provider. Dosages above the manufacturer's
26 recommended directions will be considered prescription medication and all the rules
27 that apply to prescription medications will then apply to that medication.
- 28 2. Non-prescription medication may be administered only with the written request and
29 permissions of a parent or guardian. The medication form must be completed with the
30 discontinuation date for the non-prescription medication.
- 31 3. The medication must be brought in the original manufacturer's bottle/box with
32 ingredients listed and the child's name affixed to the container.

33 **B. Over the Counter Stock Medications:**

- 34 1. As a courtesy for the students of Greeneville City Schools, the Health Services
35 Department will maintain a limited supply of over the counter stock medications. These
36 medications include but are not limited to: Ibuprofen, acetaminophen, antibiotic
37 ointment, hydrocortisone cream 1%, burn gel, anti-itch spray, cough drops and a
38 chewable antacid tablet.
- 39 2. Parents/Guardians who wish for their children to utilize stock medications must sign
40 permission forms outlining the medications that may be given to their children and the

- 1 symptoms that may be treated (i.e. child has a headache and acetaminophen may be
2 given).
- 3 3. This program is strictly voluntary, parents who desire to participate will need to
4 complete the appropriate permissions slips and will be required to pay a Health Services
5 Activity Fee at the point in time they request entry into the program.
- 6 4. This medication is to be used on an as needed (prn) basis. This program is not to be
7 used for over the counter medication used on a regular basis. Medication that is given
8 on a regular basis must be provided by the parent/guardian.

9 **Training of School Personnel**

10 School personnel who are appropriately trained by a registered nurse may volunteer under no duress to
11 assist in certain aspects of student care. This training must occur annually and be documented in
12 personnel files.

13 Optional training courses include:

- 14 a. Assistance with self-administration of student medications
- 15
- 16 b. Administration of glucagon via injection
- 17
- 18 c. Assist with the care of students with diabetes, excluding the administration of insulin
- 19 1. Guidelines for recognition and management of hypoglycemia and
20 hyperglycemia
- 21 2. Guidelines for understanding the student's individual health plan
- 22 3. Guidelines for performing blood glucose monitoring, ketone checking and
23 recording of results
- 24 4. Training in the management of life threatening allergic reactions and
25 administration of epinephrine
- 26 5. Administration of anti-seizure medications - all volunteers trained to administer
27 anti-seizure medications shall also be trained and have a current certification in
28 CPR

29 School personnel who are trained will adhere to the following guidelines:

- 30 a. Document each dose of medication. Documentations shall include the date, time, dosage,
31 route and signature of the person assisting the child with self administration.
- 32 b. If a dose is not taken as ordered, the reason shall be entered into the record.
- 33 c. Provide feedback to the parent/guardian regarding any problems with the medication.
- 34 d. All medication will be kept in a locked cabinet except medication retained by a student per
35 physician order.
- 36 e. Medications requiring refrigeration shall be maintained in a separate refrigerator in a secure
37 area.
- 38 f. Unused medication is to be returned to the parent/guardian only.
- 39 g. Annual inservice is required to review guidelines for all of the training courses.

40 **Student Possession of Medication**

- 1 Students may maintain the following medications in their possession provided appropriate protocol is
2 followed:
- 3 a. Asthmatic students may possess and self-administer prescribed, metered dose inhalers.
- 4 1. Student's parent/guardian must provide the school written authorization for student
5 possession and self-administration of the inhaler.
- 6 2. Student's parent or guardian must provide a written statement for the prescribing
7 health care practitioner that the student suffers from asthma and has been instructed
8 in self-administration of the inhaler. The name and purpose of the medication, the
9 prescribed dosage, the time(s) of administration and any special circumstances
10 under which the inhaler is to be administered.
- 11 b. Diabetic students may possess and self-administer insulin as outlines in their Individual
12 Health Plan (IHP).
- 13 1. Students with diabetes shall be permitted to perform blood glucose checks², treat
14 hypoglycemia and hyperglycemia and attend to care and management of the
15 student's diabetes in any area of the school or school grounds and at any school
16 related activity.
- 17 2. Use and disposal of sharps shall be in compliance with the guidelines set forth
18 by TOSHA.³
- 19 c. A student with anaphylaxis is entitled to possess and self-administer prescription
20 anaphylaxis medication while on school property or at a school-related event or activity
21 in accordance with the following guidelines:
- 22 1. The prescription medication has been prescribed for the student as is indicated
23 by the prescription label on the medication.
- 24 2. Parents must provide written authorization for the student to self-administer
25 anaphylaxis medication while on school property or at a school related event.
26 The parent must also provide a written statement from the student's healthcare
27 provider that:
- 28 a. Supports a diagnosis of anaphylaxis
- 29 b. Identifies any food or other substance to which the student is
30 allergic
- 31 c. Describes prior history of anaphylaxis
- 32 d. Lists all medications to be used for treatment of anaphylaxis
- 33 e. Details emergency treatment in the event of a reaction
- 34 f. Lists signs and symptoms of a reaction

- 1 g. Assesses the student's readiness for self-administration of
2 prescription medication
- 3 h. Provides a list of substitute meals that may be offered by school
4 food service personnel.

5 A copy of this policy shall be provided to a parent or guardian upon request.

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

7 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
8 their prescribed medication in a manner directed by a licensed healthcare provider without additional
9 assistance or direction. Students with pancreatic insufficiency or cystic fibrosis who choose to self-
10 medicate must have an Individualized Health Plan (IHP) and an Emergency Care Plan (ECP).

11 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

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

- 14 1. The district shall train school personnel who will be responsible for administering the
15 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
16 medication.
- 17 2. The district shall maintain a record of all school personnel who have completed this training.
- 18 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
19 professional may administer the prescribed medication to the student. If a school nurse or other
20 licensed health care professional is not immediately available, trained school personnel may
21 administer the prescribed medication.
- 22 23

24 The Director of Schools or his/her designee shall develop procedures on the administration of
25 medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of
26 Education.

Legal References

1. TCA 49-50-1602 *et. seq.* TRR/MS 0520-01-12-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

- Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Greeneville City Board of Education

| | | | |
|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Supervision of Students | Descriptor Code:
6.408 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.408 | Adoption Date:
09/23/99 |

- 1 Students will be under the supervision of school personnel, either certificated or noncertificated,¹ at all
- 2 times, including play periods and lunch periods, as well as during the school day and during
- 3 extracurricular activities.

- 4 The principal shall assign students to school personnel and ensure proper supervision.

Legal Reference

1. TCA 49-2-303(b)(7)(A)

Cross Reference

Time Schedules and Extra Duty 5.602

Greeneville City Board of Education

| | | | |
|--|---|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Student Surveys, Analyses, and Evaluations | Descriptor Code:
6.4001 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.4001 | Adoption Date:
01/24/19 |

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
4 Director of Schools shall develop administrative procedures for approving requests for conducting
5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline
6 what is to be done, who is to be involved, and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be
8 notified of ~~the opportunity their ability~~ to review the materials.¹ Such notification shall include
9 information indicating the purpose of the survey, analysis, or evaluation as well as who will have access
10 to the results. Following such notification and prior to the administration of the survey, analysis, or
11 evaluation, parent(s)/guardian(s) may opt their child out of participation. The Director of Schools, or
12 his/her designee, shall develop procedures for granting such parental requests ~~and to implement the other~~
13 ~~provisions of this policy.~~¹

14 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that
15 reveals information concerning:^{1,2}

- 16 1. Mental or psychological problems of the student or the student's family;
- 17 2. Sexual behavior or attitudes;
- 18 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. Legally privileged relationships;
- 21 6. Income; or
- 22 7. The collection of student biometric data involving the analysis of facial expressions, EEG brain
23 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
24 volume, posture, and eye-tracking³ without the prior consent of the student (if the student is an
25 adult or emancipated minor), or in the case of an unemancipated minor, without the prior written
26 consent of the parent/guardian.
- 27

28 The collection of the following student data is strictly prohibited:⁴

- 1 1. Political affiliation or voting history;
- 2 2. Religious practices; and
- 3 3. Firearm ownership.

4 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵**

5 In general, the district will not collect, disclose, or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that purpose.

7 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at
8 least annually at the beginning of the school year of the specific or approximate dates when such
9 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to
10 collect personal information for the purpose of marketing or selling that information before the
11 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of
12 appropriate age may decline to provide the information requested.

13 This portion of the policy does not apply to the collection, disclosure, or use of personal information
14 collected from students for the exclusive purpose of developing, evaluating, or providing educational
15 products or services for or to students or educational institutions to the extent allowed by law⁵; such as:

- 16 1. College or other postsecondary education recruitment or military recruitment.
- 17 2. Book clubs, magazines, and programs providing access to low-cost literary products.
- 18 3. Tests and assessments used by elementary schools and secondary schools to provide
19 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
20 students (or to generate other statistically useful data for the purpose of securing such tests
21 and assessments) and the subsequent analysis and public release of the aggregate data from
22 such tests and assessments;
- 23
- 24 4. The sale by students of products or services to raise funds for school-related or education
25 related activities; or
- 26
- 27 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Greeneville City Board of Education

| | | | |
|--|--|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Opioid Antagonist | Descriptor Code:
6.4052 | Reviewed Date:
04/27/23 |
| | | Rescinds: | Adoption Date:
02/22/22 |

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student/employee believed to be having a drug overdose.¹
4 School nurses and other school personnel expected to provide emergency care to students shall be
5 trained according to the Tennessee Department of Health guidelines. The school nurse or other trained
6 school personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose
7 under a standing protocol from a physician.

8 **PARENTAL NOTIFICATION**

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

11 **PROCEDURES**

12 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
13 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604

Greeneville City Board of Education

| | | | |
|--|--|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Safe Relocation of Students | Descriptor Code:
6.4081 | Revision Date:
04/27/23 |
| | | Rescinds:
6.4081 | Adoption Date:
02/27/14 |

1 Teachers who are directly responsible for a student’s education or other employees who interact with
2 students on a professional basis may relocate a student from the student’s present location to another
3 location when such relocation is necessary for the student’s safety or the safety of others.¹ If relocation
4 is necessary, the process will comply with all special education laws. Such employees may also intervene
5 in a physical altercation between two (2) or more students or between a student and a district employee.
6 Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student
7 is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or
8 justifiable force ~~as required~~, the student shall be allowed to remain in place until ~~such a time as~~ local law
9 enforcement officers or school resource officers can be summoned to relocate the student or take the
10 student into custody until ~~such a time as~~ a parent/~~or~~ guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief
12 report of the incident with the ~~building~~ Principal. If the student's behavior constitutes a violation of the
13 Board's zero tolerance policy, then the report shall be placed in the student's permanent record.
14 Otherwise, the report shall be kept in the student's discipline record, and not become a part of that
15 student's permanent record. The Principal/designee shall notify the employee involved of the actions
16 taken to address the behavior of the relocated student.¹

17 The Director of Schools shall develop administrative procedures regarding safe relocation of students
18 consistent with state law. Each Principal shall fully support the employees' authority ~~under this policy~~
19 ~~and fully~~ to relocate a student and ensure appropriate implementation and reporting.

Legal References

1. ~~TCA 49-6-2802 Public Acts of 2021, Chapter No. 77~~
2. TCA 39-11-603, TCA 39-11-609 to 614

Cross References

- Code of Conduct 6.300
- Interference/Disruption of School Activities 6.306
- Zero Tolerance Offenses 6.309
- Special Education Students 6.500



FIELD TRIP AND EXCURSION REQUEST FORM
Out-of-State *and* Overnight

Name of the school: Greenville High School

Person Requesting: David Pauley

Purpose of the Field Trip: FIRST Robotics Competition (Huntsville, AL)

Destination of Field Trip: Van Braun Center, Huntsville, Alabama

Grade(s) of students attending: 9-12

Dates requested: Wed Aprils-8 Departure Time: 11:00am Return Time: 8:00pm
- Sat

Approximate # of students to attend: 14

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Jennifer Schroeck

1 male List names and affiliation: David Pauley, teacher

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

All Greenville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per Board of Education policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight and Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

[Signature], Principal date approved _____

_____, Director of Schools date approved _____

_____, Chairman, BOE date approved _____

Cultivate the Mind and Impact the Heart through Excellence and Equity

| Asset | Manufacture/Nomenclature | Serial # | Date Purchased |
|--------------|---------------------------------|-----------------|-----------------------|
| 322815 | Dell Latitude E5570 | HJ4BJC2 | 6/24/2016 |
| 319122 | Dell Latitude 3340 | Unknown | 8/6/2015 |
| 319100 | Dell Latitude 3340 | Unknown | 8/6/2015 |
| 317212 | Lenovo X131 | Unknown | 8/6/2015 |
| 317206 | Lenovo X131 | Unknown | 8/6/2015 |
| 327835 | Dell Latitude 3190 | DM5NQV2 | 7/30/2019 |
| 317798 | Dell Latitude 3340 | 8L2Q3Z1 | 3/1/2014 |
| 319096 | Dell Latitude 3340 | Unknown | 8/6/2015 |
| 321161 | HP Stream 11 Pro G2 | 5CD5402J82 | 10/23/2015 |
| 321050 | HP Stream 11 Pro G2 | 5CD5402J04 | 10/23/2015 |
| 321462 | HP Stream 11 Pro G2 | 5CD5475JNS | 10/23/2015 |
| 322495 | HP Stream 11 Pro G2 | 5CD61103LS | 7/27/2016 |
| 330508 | Dell Latitude 3190 | 2GXW493 | 12/11/2020 |
| 326240 | HP Stream 11 Pro G4 | 5CD8156G8J | 5/22/2018 |
| 317468 | Dell Latitude 3340 | 1K2Q3Z1 | 3/1/2014 |
| 322178 | Dell Latitude E5570 | 8QS9JC2 | 6/24/2016 |
| 325084 | HP Stream 11 Pro G4 | 5CD81572X1 | 5/22/2018 |
| 326670 | Dell Latitude 5501 | 3SLWZW2 | 6/14/2019 |
| 315922 | Dell E6430 | Unknown | 8/6/2015 |
| 319099 | Dell Latitude 3340 | Unknown | 8/6/2015 |
| 326792 | Dell Latitude 5501 | 7C900X2 | 6/14/2019 |
| 328456 | Dell Latitude 5501 | HQFPL13 | 6/14/2019 |
| 310495 | Dell Laserjet 1700 | HNZW071 | 6/28/2005 |
| 327181 | Dell Latitude 3190 | 4Q5NZW2 | 7/25/2019 |
| 327410 | Dell Latitude 3190 | 7K8HRV2 | 7/25/2019 |
| 327628 | Dell Latitude 3190 | DWFCQV2 | 7/25/2019 |
| 327302 | Dell Latitude 3190 | 30BMZW2 | 7/25/2019 |
| 327230 | Dell Latitude 3190 | 7KJ6QV2 | 7/25/2019 |
| 327313 | Dell Latitude 3190 | 788RZW2 | 7/25/2019 |
| 327311 | Dell Latitude 3190 | CJYLZW2 | 7/25/2019 |
| 327764 | Dell Latitude 3190 | 3MQPZW2 | 7/25/2019 |
| 327232 | Dell Latitude 3190 | JZ0FQV2 | 7/25/2019 |
| 327271 | Dell Latitude 3190 | J81LZW2 | 7/25/2019 |
| 327179 | Dell Latitude 3190 | 3KBBQV2 | 7/25/2019 |
| 327292 | Dell Latitude 3190 | BCHJZW2 | 7/25/2019 |
| 327367 | Dell Latitude 3190 | 35LZZW2 | 7/25/2019 |
| 327379 | Dell Latitude 3190 | CGDLRV2 | 7/25/2019 |
| 327820 | Dell Latitude 3190 | 2CVMQV2 | 7/25/2019 |
| 327517 | Dell Latitude 3190 | 19640X2 | 7/25/2019 |
| 328059 | Dell Latitude 3190 | 4624QV2 | 7/25/2019 |
| 327656 | Dell Latitude 3190 | 421LZW2 | 7/25/2019 |
| 327627 | Dell Latitude 3190 | CLQ6QV2 | 7/25/2019 |
| 328100 | Dell Latitude 3190 | 5XRRCRV2 | 7/25/2019 |
| 327462 | Dell Latitude 3190 | 5LPSZW2 | 7/25/2019 |
| 327502 | Dell Latitude 3190 | 67PMRV2 | 7/25/2019 |
| 327578 | Dell Latitude 3190 | 3M1NRV2 | 7/25/2019 |

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| 327527 | Dell Latitude 3190 | JNH00X2 | 7/25/2019 |
| 327443 | Dell Latitude 3190 | CPL10X2 | 7/25/2019 |
| 327982 | Dell Latitude 3190 | 8S3TZW2 | 7/25/2019 |
| 327490 | Dell Latitude 3190 | HLH00X2 | 7/25/2019 |
| 327484 | Dell Latitude 3190 | 51HKZW2 | 7/25/2019 |
| 327422 | Dell Latitude 3190 | 4VXKRV2 | 7/25/2019 |
| 327470 | Dell Latitude 3190 | FV900X2 | 7/25/2019 |
| 327643 | Dell Latitude 3190 | DLKSZW2 | 7/25/2019 |
| 327901 | Dell Latitude 3190 | 5T5NZW2 | 7/25/2019 |
| 327213 | Dell Latitude 3190 | 2Y3RZW2 | 7/25/2019 |
| 327636 | Dell Latitude 3190 | 1R0TQV2 | 7/25/2019 |
| 327482 | Dell Latitude 3190 | 5XV00X2 | 7/25/2019 |
| 327348 | Dell Latitude 3190 | BZQBRV2 | 7/25/2019 |
| 327695 | Dell Latitude 3190 | 3LJGRV2 | 7/25/2019 |
| 327864 | Dell Latitude 3190 | 1Q3JZW2 | 7/25/2019 |
| 327414 | Dell Latitude 3190 | 1WFCQV2 | 7/25/2019 |
| 327435 | Dell Latitude 3190 | 46H20X2 | 7/25/2019 |
| 327633 | Dell Latitude 3190 | J9R5ZW2 | 7/25/2019 |
| 328864 | Dell Latitude 3190 | CMLFM53 | 7/25/2019 |
| 327658 | Dell Latitude 3190 | H41LZW2 | 7/25/2019 |
| 327509 | Dell Latitude 3190 | 7FH00X2 | 7/25/2019 |
| 327447 | Dell Latitude 3190 | DJT0QV2 | 7/25/2019 |
| 327753 | Dell Latitude 3190 | FLNRQV2 | 7/25/2019 |
| 328091 | Dell Latitude 3190 | HG4PQV2 | 7/25/2019 |
| 327784 | Dell Latitude 3190 | JX51QV2 | 7/25/2019 |
| 327876 | Dell Latitude 3190 | 5PDVZW2 | 7/25/2019 |
| 327518 | Dell Latitude 3190 | 73400X2 | 7/25/2019 |
| 327644 | Dell Latitude 3190 | JW6VZW2 | 7/25/2019 |
| 329526 | Dell Latitude 3190 | H8JVM53 | 7/25/2019 |
| 327285 | Dell Latitude 3190 | B356QV2 | 7/25/2019 |
| 328933 | Dell Latitude 3190 | 5W2JM53 | 7/25/2019 |
| 327284 | Dell Latitude 3190 | 4RMCQV2 | 7/25/2019 |
| 329399 | Dell Latitude 3190 | 17KHM53 | 7/25/2019 |
| 329227 | Dell Latitude 3190 | JCD4M53 | 7/25/2019 |
| 327164 | Dell Latitude 3190 | CHPMZW2 | 7/25/2019 |
| 327259 | Dell Latitude 3190 | FWRSZW2 | 7/25/2019 |
| 327391 | Dell Latitude 3190 | 5WnkZW2 | 7/25/2019 |
| 327388 | Dell Latitude 3190 | 82F10X2 | 7/25/2019 |
| 327969 | Dell Latitude 3190 | JP6LZW2 | 7/25/2019 |
| 329400 | Dell Latitude 3190 | 33X5M53 | 7/25/2019 |
| 327642 | Dell Latitude 3190 | 8KDVZW2 | 7/25/2019 |
| 327258 | Dell Latitude 3190 | BV3JZW2 | 7/25/2019 |
| 329573 | Dell Latitude 3190 | 4BCHM53 | 7/1/2020 |
| 329485 | Dell Latitude 3190 | 750XM53 | 7/1/2020 |
| 329456 | Dell Latitude 3190 | Unknown | 7/1/2020 |
| 329379 | Dell Latitude 3190 | D8J6N53 | 7/1/2020 |
| 328855 | Dell Latitude 3190 | HFLFM53 | 7/1/2020 |

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| 329404 | Dell Latitude 3190 | HN6VM53 | 7/1/2020 |
| 329134 | Dell Latitude 3190 | 7XZWM53 | 7/1/2020 |
| 329475 | Dell Latitude 3190 | F30XM53 | 7/1/2020 |
| 329381 | Dell Latitude 3190 | FZP2N53 | 7/1/2020 |
| 329512 | Dell Latitude 3190 | JNWVM53 | 7/1/2020 |
| 329383 | Dell Latitude 3190 | 35QVM53 | 7/1/2020 |
| 329166 | Dell Latitude 3190 | 1PGJM53 | 7/1/2020 |
| 329517 | Dell Latitude 3190 | 5F0XM53 | 7/1/2020 |
| 328366 | Dell Latitude 3190 | 36V9ZW2 | 7/25/2019 |
| 327180 | Dell Latitude 3190 | F5JBQV2 | 7/25/2019 |
| 327721 | Dell Latitude 3190 | 7L110X2 | 7/25/2019 |
| 329175 | Dell Latitude 3190 | FDG4N53 | 7/1/2020 |
| 329566 | Dell Latitude 3190 | 6X8JM53 | 7/1/2020 |
| 327451 | Dell Latitude 3190 | D27NRV2 | 7/25/2019 |
| 327309 | Dell Latitude 3190 | 4P5PZW2 | 7/25/2019 |
| 329444 | Dell Latitude 3190 | DM2WM53 | 7/1/2020 |
| 328977 | Dell Latitude 3190 | 8HF4M53 | 7/1/2020 |
| 329387 | Dell Latitude 3190 | 9616M53 | 7/1/2020 |
| 329520 | Dell Latitude 3190 | 806XM53 | 7/1/2020 |
| 329398 | Dell Latitude 3190 | 7XB5M53 | 7/1/2020 |
| 329153 | Dell Latitude 3190 | 41GYM53 | 7/1/2020 |
| 329540 | Dell Latitude 3190 | 6XB6N53 | 7/1/2020 |
| 329592 | Dell Latitude 3190 | 5FLGM53 | 7/1/2020 |
| 328109 | Dell Latitude 3190 | 295GRV2 | 7/25/2019 |
| 327703 | Dell Latitude 3190 | 58YSQV2 | 7/25/2019 |
| 329618 | Dell Latitude 3190 | 6YJ6M53 | 7/1/2020 |
| 329419 | Dell Latitude 3190 | 26NJM53 | 7/1/2020 |
| 327935 | Dell Latitude 3190 | 3CMNZW2 | 7/25/2019 |
| 329237 | Dell Latitude 3190 | BV14M53 | 7/1/2020 |
| 328876 | Dell Latitude 3190 | 2X9RM53 | 7/1/2020 |
| 329112 | Dell Latitude 3190 | 1YYSM53 | 7/1/2020 |
| 328111 | Dell Latitude 3190 | DQJGRV2 | 7/25/2019 |
| 329553 | Dell Latitude 3190 | 556XM53 | 7/1/2020 |
| 329620 | Dell Latitude 3190 | 120TM53 | 7/1/2020 |
| 327493 | Dell Latitude 3190 | 2XXHZW2 | 7/25/2019 |
| 327360 | Dell Latitude 3190 | 50WZPV2 | 7/25/2019 |
| 329454 | Dell Latitude 3190 | B40XM53 | 7/1/2020 |
| 328976 | Dell Latitude 3190 | FTRGM53 | 7/1/2020 |
| 329183 | Dell Latitude 3190 | 8XP2N53 | 7/1/2020 |
| 329585 | Dell Latitude 3190 | 4RQ6M53 | 7/1/2020 |
| 327211 | Dell Latitude 3190 | 6P8PQV2 | 7/25/2019 |
| 329410 | Dell Latitude 3190 | DOGWM53 | 7/1/2020 |
| 329018 | Dell Latitude 3190 | CSVRM53 | 7/1/2020 |
| 329548 | Dell Latitude 3190 | JYQXM53 | 7/1/2020 |
| 329539 | Dell Latitude 3190 | 9XF6N53 | 7/1/2020 |
| 329554 | Dell Latitude 3190 | 56H4N53 | 7/1/2020 |
| 329508 | Dell Latitude 3190 | 4PWVM53 | 7/1/2020 |

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| 329005 | Dell Latitude 3190 | 1P74M53 | 7/1/2020 |
| 329415 | Dell Latitude 3190 | D67VM53 | 7/1/2020 |
| 329519 | Dell Latitude 3190 | 6PTWM53 | 7/1/2020 |
| 329182 | Dell Latitude 3190 | FPSWM53 | 7/1/2020 |
| 329464 | Dell Latitude 3190 | Unknown | 7/1/2020 |
| 331487 | Dell Latitude 3190 | CTHY2F3 | 2/27/2021 |
| 329386 | Dell Latitude 3190 | HJ6VM53 | 7/1/2020 |
| 329073 | Dell Latitude 3190 | CP14M53 | 7/1/2020 |
| 329481 | Dell Latitude 3190 | JDOXM53 | 7/1/2020 |
| 329550 | Dell Latitude 3190 | 3L08N53 | 7/1/2020 |
| 328884 | Dell Latitude 3190 | 68NJM53 | 7/1/2020 |
| 329567 | Dell Latitude 3190 | BT14M53 | 7/1/2020 |
| 329420 | Dell Latitude 3190 | FFBRM53 | 7/1/2020 |
| 329430 | Dell Latitude 3190 | HKH6M53 | 7/1/2020 |
| 329544 | Dell Latitude 3190 | JQL4M53 | 7/1/2020 |
| 329614 | Dell Latitude 3190 | 40YSM53 | 7/1/2020 |
| 329385 | Dell Latitude 3190 | 9G9JM53 | 7/1/2020 |
| 329507 | Dell Latitude 3190 | HQTWM53 | 7/1/2020 |
| 331458 | Dell Latitude 3190 | D8BW493 | 12/11/2020 |
| 329600 | Dell Latitude 3190 | 9W7TM53 | 7/1/2020 |
| 329572 | Dell Latitude 3190 | GDKSM53 | 7/1/2020 |
| 327685 | Dell Latitude 3190 | FRMBRV2 | 7/25/2019 |
| 329445 | Dell Latitude 3190 | 216XM53 | 7/1/2020 |
| 329541 | Dell Latitude 3190 | FBW2N53 | 7/1/2020 |
| 329593 | Dell Latitude 3190 | 22RSM53 | 7/1/2020 |
| 329533 | Dell Latitude 3190 | 11H6N53 | 7/1/2020 |
| 329441 | Dell Latitude 3190 | 15M4M53 | 7/1/2020 |
| 329590 | Dell Latitude 3190 | 4F2SM53 | 7/1/2020 |
| 329142 | Dell Latitude 3190 | 5826M53 | 7/1/2020 |
| 327363 | Dell Latitude 3190 | CK710X2 | 7/25/2019 |
| 329611 | Dell Latitude 3190 | 7XJSM53 | 7/1/2020 |
| 328822 | Dell Latitude 3190 | FYJ6M53 | 7/1/2020 |
| 329555 | Dell Latitude 3190 | 7DRSM53 | 7/1/2020 |
| 330917 | Dell Latitude 3190 | 8T8V3F3 | 6/21/2021 |
| 329238 | Dell Latitude 3190 | HG9JM53 | 7/1/2020 |
| 331174 | Dell Latitude 3190 | GNVX3F3 | 6/21/2021 |
| 329633 | Dell Latitude 3190 | 2HCD793 | 12/11/2020 |
| 327199 | Dell Latitude 3190 | 2R3JZW2 | 7/25/2019 |
| 327295 | Dell Latitude 3190 | Unknown | 7/25/2019 |
| 327715 | Dell Latitude 3190 | 7V830X2 | 7/25/2019 |
| 327225 | Dell Latitude 3190 | Unknown | 7/25/2019 |
| 327513 | Dell Latitude 3190 | 99P00X2 | 7/25/2019 |
| 327856 | Dell Latitude 3190 | 9GVKZW2 | 7/25/2019 |
| 327769 | Dell Latitude 3190 | DHXRZW2 | 7/25/2019 |
| 327996 | Dell Latitude 3190 | 9QHMYZW2 | 7/25/2019 |
| 327434 | Dell Latitude 3190 | HW900X2 | 7/25/2019 |
| 328011 | Dell Latitude 3190 | GJ84ZW2 | 7/25/2019 |

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| 329262 | Dell Latitude 3190 | J0R7N53 | 7/1/2020 |
| 327813 | Dell Latitude 3190 | 5SNKZW2 | 7/25/2019 |
| 327264 | Dell Latitude 3190 | 7QK8QV2 | 7/25/2019 |
| 327172 | Dell Latitude 3190 | F1BMZW2 | 7/25/2019 |
| 329218 | Dell Latitude 3190 | 3HP7N53 | 7/1/2020 |
| 329164 | Dell Latitude 3190 | 9TV3M53 | 7/1/2020 |
| 329067 | Dell Latitude 3190 | JYJHM53 | 7/1/2020 |
| 329269 | Dell Latitude 3190 | 4N87N53 | 7/1/2020 |
| 329240 | Dell Latitude 3190 | 5TQHM53 | 7/1/2020 |
| 329528 | Dell Latitude 3190 | BMG4N53 | 7/1/2020 |
| 327561 | Dell Latitude 3190 | F8920X2 | 7/25/2019 |
| 329188 | Dell Latitude 3190 | 9NS7N53 | 7/1/2020 |
| 329472 | Dell Latitude 3190 | J30XM53 | 7/1/2020 |
| 329442 | Dell Latitude 3190 | 5PS4M53 | 7/1/2020 |
| 329069 | Dell Latitude 3190 | FS14M53 | 7/1/2020 |
| 329124 | Dell Latitude 3190 | 5X2JM53 | 7/1/2020 |
| 330567 | Dell Latitude 3190 | J6KX493 | 7/1/2020 |
| 332206 | Dell Latitude 3190 | 29ZC1F3 | 6/26/2021 |
| 327850 | Dell Latitude 3190 | 3XRVZW2 | 7/25/2019 |
| 329538 | Dell Latitude 3190 | H1RXM53 | 7/1/2020 |
| 329174 | Dell Latitude 3190 | B3J5M53 | 7/1/2020 |
| 329596 | Dell Latitude 3190 | 5VZSM53 | 7/1/2020 |
| 329127 | Dell Latitude 3190 | JQ5XM53 | 7/1/2020 |
| 329515 | Dell Latitude 3190 | 4D0XM53 | 7/1/2020 |
| 329531 | Dell Latitude 3190 | 5F2WM53 | 7/1/2020 |
| 329266 | Dell Latitude 3190 | BHP7N53 | 7/1/2020 |
| 329479 | Dell Latitude 3190 | 8HD7N53 | 7/1/2020 |
| 329453 | Dell Latitude 3190 | 15KHM53 | 7/1/2020 |
| 329388 | Dell Latitude 3190 | GWGJM53 | 7/1/2020 |
| 329422 | Dell Latitude 3190 | FSRGM53 | 7/1/2020 |
| 329459 | Dell Latitude 3190 | JW5XM53 | 7/1/2020 |
| 329190 | Dell Latitude 3190 | BYFWM53 | 7/1/2020 |
| 329084 | Dell Latitude 3190 | 93W3M53 | 7/1/2020 |
| 328360 | Dell Latitude 3190 | HQ1PQV2 | 7/25/2019 |
| 327765 | Dell Latitude 3190 | 7MDVZW2 | 7/25/2019 |
| 327629 | Dell Latitude 3190 | 2XFCQV2 | 7/25/2019 |
| 329130 | Dell Latitude 3190 | 2H5XM53 | 7/1/2020 |
| 327688 | Dell Latitude 3190 | 60CJRV2 | 7/25/2019 |
| 329274 | Dell Latitude 3190 | 2RMYM53 | 7/1/2020 |
| 329113 | Dell Latitude 3190 | H2YGM53 | 7/1/2020 |
| 329233 | Dell Latitude 3190 | 7VP2N53 | 7/1/2020 |
| 327777 | Dell Latitude 3190 | 2YNMZW2 | 7/25/2019 |
| 329300 | Dell Latitude 3190 | 2KBTM53 | 7/1/2020 |
| 329155 | Dell Latitude 3190 | 8C7TM53 | 7/1/2020 |
| 329258 | Dell Latitude 3190 | CTP2N53 | 7/1/2020 |
| 329612 | Dell Latitude 3190 | 82YSM53 | 7/1/2020 |
| 329203 | Dell Latitude 3190 | 3Y42N53 | 7/1/2020 |

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| 327551 | Dell Latitude 3190 | 5392QV2 | 7/25/2019 |
| 330097 | Dell Latitude 3190 | BN0W493 | 12/11/2020 |
| 329196 | Dell Latitude 3190 | 89J2N53 | 7/1/2020 |
| 329384 | Dell Latitude 3190 | DP6VM53 | 7/1/2020 |
| 327570 | Dell Latitude 3190 | 3VCFNV2 | 7/25/2019 |
| 327796 | Dell Latitude 3190 | HJPMZW2 | 7/25/2019 |
| 327289 | Dell Latitude 3190 | 2C56QV2 | 7/25/2019 |
| 329471 | Dell Latitude 3190 | D60XM53 | 7/1/2020 |
| 327231 | Dell Latitude 3190 | G052QV2 | 7/25/2019 |
| 328042 | Dell Latitude 3190 | JX4PQV2 | 7/25/2019 |
| 327655 | Dell Latitude 3190 | HB4MZW2 | 7/25/2019 |
| 327218 | Dell Latitude 3190 | GHYLZW2 | 7/25/2019 |
| 329414 | Dell Latitude 3190 | Unknown | 7/1/2020 |
| 329440 | Dell Latitude 3190 | F99JM53 | 7/1/2020 |
| 329185 | Dell Latitude 3190 | DN2WM53 | 7/1/2020 |
| 327500 | Dell Latitude 3190 | 7WJ1QV2 | 7/25/2019 |
| 327420 | Dell Latitude 3190 | C1DJRV2 | 7/25/2019 |
| 327514 | Dell Latitude 3190 | 14330X2 | 7/25/2019 |
| 327536 | Dell Latitude 3190 | 18PMRV2 | 7/25/2019 |
| 327603 | Dell Latitude 3190 | C4ZCQV2 | 7/25/2019 |
| 327472 | Dell Latitude 3190 | 52R1QV2 | 7/25/2019 |
| 328364 | Dell Latitude 3190 | FMN9ZW2 | 7/25/2019 |
| 329235 | Dell Latitude 3190 | 2GC6M53 | 7/1/2020 |
| 327229 | Dell Latitude 3190 | H5MCQV2 | 7/25/2019 |
| 327600 | Dell Latitude 3190 | CKJMQV2 | 7/25/2019 |
| 330207 | Dell Latitude 3190 | 7R4T593 | 12/11/2020 |
| 318861 | Dell Optiplex 9020 | 4PFRM22 | 6/1/2016 |
| 317806 | Dell Latitude 3440 | 7NTP3Z1 | 3/1/2014 |
| 317442 | Dell Latitude 3440 | 7TLL3Z1 | 3/1/2014 |
| 317428 | Dell Latitude 3440 | 3VLL3Z1 | 3/1/2014 |
| 317146 | Dell Latitude E5430 | 9G4LMX1 | 6/13/2013 |
| 322811 | Dell Latitude E5570 | B3VFJC2 | 6/24/2016 |
| 322957 | Dell Latitude E5570 | J25JJC2 | 7/6/2016 |
| 327727 | Dell Latitude 3190 | 7BX20X2 | 7/25/2019 |
| 327862 | Dell Latitude 3190 | 157VZW2 | 7/25/2019 |
| 327834 | Dell Latitude 3190 | 5D0SQV2 | 7/25/2019 |
| 318942 | Dell Latitude E5540 | 1X9FK32 | 4/6/2015 |
| 318948 | Dell Latitude E5540 | J38FK32 | 4/6/2015 |
| 322766 | Dell Latitude E5570 | 927HJC2 | 6/24/2016 |
| 318941 | Dell Latitude E5540 | Unknown | 5/9/2019 |
| 317335 | Dell Port Replicator | 3108856460036F8E2223 | 6/24/2016 |
| 328255 | Horizon Touch Screen Monitor | UH17190833 | 11/21/2019 |
| 327677 | Dell Latitude 3190 | 887NRV2 | 7/25/2019 |
| 329044 | Dell Latitude 3190 | D876M53 | 7/28/2020 |
| 331271 | Dell Latitude 3190 | 5V6Y1F3 | 6/21/2021 |
| 331313 | Dell Latitude 3190 | 7M3Z1F3 | 6/21/2021 |
| 332008 | Dell Latitude 3190 | 6LDY2F3 | 8/5/2021 |

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| 327674 | Dell Latitude 3190 | HS51QV2 | 7/25/2019 |
| 327718 | Dell Latitude 3190 | JCNHZW2 | 7/25/2019 |
| 331148 | Dell Latitude 3190 | 1TVX3F3 | 6/21/2021 |
| 329279 | Dell Latitude 3190 | 9YWVM53 | 7/1/2020 |
| 330153 | Dell Latitude 3190 | 1BTV493 | 12/11/2020 |
| 326907 | Dell Latitude 5501 | 77G30X2 | 6/14/2019 |
| 319084 | Dell Latitude 3440 | 6Q3T372 | 6/29/2016 |
| 322784 | Dell Latitude E5570 | 52LHJC2 | 6/24/2016 |
| 322877 | Dell Latitude E5570 | 6KFHJC2 | 6/24/2016 |
| 316713 | XPS 15 L521X | 6X5BLX1 | 6/27/2013 |
| 331348 | Dell Latitude 3190 | 6GDD1F3 | 6/21/2021 |
| 331347 | Dell Latitude 3190 | 8R9X3F3 | 6/21/2021 |
| 331384 | Dell Latitude 3190 | J4K30F3 | 6/21/2021 |
| 331142 | Dell Latitude 3190 | CRQT3F3 | 6/21/2021 |
| 330197 | Dell Latitude 3190 | GZXX493 | 12/11/2020 |
| 329563 | Dell Latitude 3190 | 5ZHRM53 | 7/1/2020 |
| 328903 | Dell Latitude 3190 | 4F7VM53 | 7/1/2020 |
| 329602 | Dell Latitude 3190 | C2XHM53 | 7/1/2020 |
| 329409 | Dell Latitude 3190 | CNMWM53 | 7/1/2020 |
| 329447 | Dell Latitude 3190 | F63JM53 | 7/1/2020 |
| 330201 | Dell Latitude 3190 | DJQX493 | 12/11/2020 |
| 322920 | Dell Latitude E5570 | 5NS9JC2 | 6/24/2016 |
| 322922 | Dell Latitude E5570 | 535JJC2 | 6/24/2016 |
| 322180 | Dell Latitude E5570 | CS9BJC2 | 6/24/2016 |
| 322992 | Dell Latitude E5570 | BRJFJC2 | 6/24/2016 |
| 328277 | Kajeet SmartSpot | 354147082866113 | 12/17/2019 |
| 328280 | Kajeet SmartSpot | 354147082866089 | 12/17/2019 |
| 329762 | Verizon MiFi Jetpack | 990015596404376 | 8/27/2020 |
| 328276 | Kajeet SmartSpot | 354147082866220 | 12/17/2019 |
| 329756 | Verizon MiFi Jetpack | 990015596406249 | 8/27/2020 |
| 329709 | Verizon MiFi Jetpack | 990015594816290 | 6/6/2020 |
| 328275 | Kajeet SmartSpot | 354147082878738 | 12/17/2019 |
| 329703 | Verizon MiFi Jetpack | 990015594806085 | 6/6/2020 |
| 329706 | Verizon MiFi Jetpack | 990015594828584 | 6/6/2020 |
| 329713 | Verizon MiFi Jetpack | 990015594828881 | 6/6/2020 |
| 329707 | Verizon MiFi Jetpack | 990015594831000 | 6/6/2020 |
| 329720 | Verizon MiFi Jetpack | 990015594816043 | 6/6/2020 |
| 329702 | Verizon MiFi Jetpack | 990015594792087 | 6/6/2020 |
| 329717 | Verizon MiFi Jetpack | 990015594768467 | 6/6/2020 |
| 328283 | Kajeet SmartSpot | 354147082866279 | 12/17/2019 |
| 329704 | Verizon MiFi Jetpack | 990015594831638 | 6/6/2020 |
| 329755 | Verizon MiFi Jetpack | 990015596404699 | 8/27/2020 |
| 329768 | Verizon MiFi Jetpack | 990015596406520 | 8/27/2020 |
| 329767 | Verizon MiFi Jetpack | 990015596405191 | 8/27/2020 |
| 329753 | Verizon MiFi Jetpack | 990015596406439 | 8/27/2020 |
| 329754 | Verizon MiFi Jetpack | 990015596405134 | 8/27/2020 |
| 329757 | Verizon MiFi Jetpack | 990015596406256 | 8/27/2020 |

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| 316537 | Wireless Access Point | 13092301236C0000 | 5/13/2013 |
| 326716 | Dell Latitude 5501 | DNC40X2 | 6/14/2019 |
| 329098 | Dell Latitude 3190 | 9H74M53 | 7/1/2020 |
| 329167 | Dell Latitude 3190 | 4032N53 | 7/1/2020 |
| 329176 | Dell Latitude 3190 | FP2WM53 | 7/1/2020 |
| 329133 | Dell Latitude 3190 | 7Q84N53 | 7/1/2020 |
| 328346 | Dell Latitude 3190 | 9PJGRV2 | 7/25/2019 |
| 329139 | Dell Latitude 3190 | 5PMJM53 | 7/1/2020 |
| 330100 | Dell Latitude 3190 | 1LXW493 | 12/11/2020 |
| 332248 | Dell Latitude 3190 | 91GX2F3 | 6/26/2021 |
| 325295 | HP Stream 11 Pro G4 EE | 5CD8156GZX | 5/22/2018 |
| 321480 | HP Stream 11 Pro G2 | 5CD54750D1 | 10/23/2015 |
| 323035 | HP Stream 11 Pro G2 | 5CD6257PXF | 8/24/2016 |
| 329492 | Dell Latitude 3190 | 2MP7N53 | 7/1/2020 |
| 327438 | Dell Latitude 3190 | Unknown | 7/1/2020 |
| 328860 | Dell Latitude 3190 | 6355M53 | 7/1/2020 |
| 330180 | Dell Latitude 3190 | 97GV593 | 12/11/2020 |
| 329222 | Dell Latitude 3190 | 9WM7N53 | 7/1/2020 |
| 330202 | Dell Latitude 3190 | G195593 | 12/11/2020 |
| 329543 | Dell Latitude 3190 | JXB6N53 | 7/1/2020 |
| 327788 | Dell Latitude 3190 | 8XFNZW2 | 7/25/2019 |
| 328961 | Dell Latitude 3190 | HJQ6M53 | 7/1/2020 |
| 329406 | Dell Latitude 3190 | 89KFM53 | 7/1/2020 |
| 331050 | Dell Latitude 3190 | 41K30F3 | 6/21/2021 |
| 327190 | Dell Latitude 3190 | FMZPQV2 | 7/25/2019 |
| 327272 | Dell Latitude 3190 | G13QZW2 | 7/25/2019 |
| 330489 | Dell Latitude 3190 | FNCW493 | 12/11/2020 |

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Requesting to dispose of steamer at Tusculum View Elementary School. This steamer leaks water and is a safety hazard for dripping hot water onto employees causing burns. This unit has already been replaced with a Sonic Steamer.

Requesting to dispose of Hobart meat slicer at Highland Elementary School that is no longer used. This was previously used in years past when the district sliced meats. Our products come pre-sliced.

Greeneville City Schools

General Purpose Financial Report

For the Month of February 2023

| Account # | Description | Month-to-Date | Year-to-Date | Total Budget | YTD % of Total Budget |
|------------------------------|--|------------------------|-------------------------|-------------------------|-----------------------|
| <u>REVENUE</u> | | | | | |
| 34760 | Assigned for Instruction | \$ - | \$ - | 182,225.00 | 0.0% |
| 34765 | Assigned for Support Services | \$ - | \$ - | 2,292.00 | 0.0% |
| 34785 | Assigned for Capital Projects | \$ - | \$ - | 242,353.00 | 0.0% |
| 34790 | Assigned for Other Purposes | \$ - | \$ - | 111,875.00 | 0.0% |
| 40000 | Local Taxes | \$ 788,726.28 | \$ 4,499,120.12 | 8,098,424.00 | 55.6% |
| 41000 | Marriage Licenses | \$ 56.03 | \$ 641.40 | 1,090.00 | 58.8% |
| 43511 | Tuition | \$ 38,236.48 | \$ 537,117.68 | 671,925.00 | 79.9% (1) |
| 43570 | Receipts from Individual Schools | \$ 1,351.32 | \$ 88,289.80 | 115,100.00 | 76.7% |
| 44000 | Other Local Revenue | \$ 9,006.18 | \$ 175,109.59 | 230,261.00 | 76.0% |
| 46000 | State Education Funds | \$ 1,772,077.56 | \$ 11,775,155.41 | 16,912,905.00 | 69.6% |
| 47100 | Federal Through State Grants | \$ - | \$ 43,785.00 | 50,000.00 | 87.6% |
| 47600 | Direct Federal Funds (ROTC) | \$ 5,692.96 | \$ 32,721.10 | 53,565.00 | 61.1% |
| 49000 | Operating Transfers & Insurance Recovery | \$ - | \$ 2,957,954.50 | 6,060,396.00 | 48.8% |
| Total Revenues | | \$ 2,615,146.81 | \$ 20,109,894.60 | \$ 32,732,411.00 | 61.4% |
| <u>EXPENDITURES</u> | | | | | |
| | | MTD | YTD | | |
| 71100 | Regular Instruction | \$ 1,214,665.21 | \$ 9,345,980.22 | \$ 15,754,156.00 | 59.3% |
| 71150 | Alternative Instruction | 3,618.11 | 62,005.56 | 121,298.00 | 51.1% |
| 71200 | Special Education | 162,476.78 | 1,139,642.47 | 2,061,366.00 | 55.3% |
| 71300 | Vocational Education | 14,565.10 | 103,470.66 | 181,407.00 | 57.0% |
| 71400 | Student Body | - | 120.00 | 1,900.00 | 6.3% |
| 72110 | Attendance | 5,720.84 | 48,490.01 | 82,552.00 | 58.7% |
| 72120 | Health Services | 32,085.96 | 261,532.42 | 407,376.00 | 64.2% |
| 72130 | Other Student Support | 74,417.96 | 709,559.03 | 1,288,797.00 | 55.1% |
| 72210 | Regular Instruction Support | 118,051.30 | 896,867.37 | 1,478,720.00 | 60.7% |
| 72220 | Special Education Support | 31,453.46 | 207,032.07 | 314,495.00 | 65.8% |
| 72230 | Vocational Education Support | - | - | 2,400.00 | 0.0% |
| 72250 | Technology | 58,597.50 | 579,737.86 | 1,028,529.00 | 56.4% |
| 72310 | Board of Education | 34,128.40 | 680,812.30 | 880,759.00 | 77.3% (2) |
| 72320 | Office of Director | 29,865.47 | 263,903.16 | 391,935.00 | 67.3% |
| 72410 | Office of Principal | 139,088.59 | 1,098,075.12 | 1,684,911.00 | 65.2% |
| 72510 | Fiscal Services | 27,890.58 | 227,316.00 | 341,883.00 | 66.5% |
| 72520 | Human Resources | 22,388.72 | 203,263.83 | 315,098.00 | 64.5% |
| 72610 | Operation of Plant | 194,713.62 | 1,463,476.13 | 2,124,201.00 | 68.9% (3) |
| 72620 | Maintenance of Plant | 69,658.58 | 744,402.77 | 991,155.00 | 75.1% (3) |
| 72710 | Transportation | 82,126.52 | 687,041.06 | 1,173,015.00 | 58.6% |
| 73100 | School Nutrition | - | 5,820.74 | - | N/A |
| 73300 | Community Services | 4,707.70 | 19,963.15 | 15,000.00 | 133.1% (4) |
| 73400 | Early Childhood Education | 55,914.18 | 326,812.67 | 557,495.00 | 58.6% |
| 76100 | Capital Outlay | 17,484.00 | 28,284.00 | 742,353.00 | 3.8% |
| 81300 | Education Debt Service | - | - | 328,700.00 | 0.0% |
| 99100 | Operating Transfers | - | 226,573.80 | 462,910.00 | 48.9% |
| Total Expenditures | | \$ 2,393,618.58 | \$ 19,330,182.40 | \$ 32,732,411.00 | 59.1% |
| Net Revenue (Expense) | | \$ 221,528.23 | \$ 779,712.20 | | |

Explanation of Footnotes

(1) Tuition Count as of 3/30/23 is 597 students.

(2) 2022-2023 Liability and Workers' Compensation Insurance Payments Reflected

(3) Reflects Open Purchase Orders for Routine Maintenance & Operations Expenditures

(4) Family Resource Center Donations to be Budgeted in General Purpose Budget Amendment #2

(5) Encumbrances Total \$1,330,503

Greeneville City Schools

Federal Projects Financial Report

For the Month of February 2023

| <u>REVENUE</u> | <u>Month-to-Date</u> | <u>Year-to-Date</u> | <u>Total Budget</u> | <u>YTD % of Total Budget</u> |
|--|----------------------|------------------------|------------------------|------------------------------|
| Consolidated Administration | \$ - | \$ 52,015.55 | \$ 109,580.00 | 47.5% |
| Title I-A | \$ 103,046.59 | \$ 271,649.40 | 658,832.00 | 41.2% |
| Title I-A Neglected | \$ 32,902.16 | \$ 32,902.16 | 80,444.00 | 40.9% |
| Title II-A | \$ 35,339.80 | \$ 35,339.80 | 123,351.00 | 28.6% |
| Title III | \$ - | \$ 5,221.27 | 53,010.00 | 9.8% |
| Title IV | \$ 17,523.25 | \$ 17,523.25 | 53,761.00 | 32.6% |
| 21st Century Learning | \$ - | \$ - | 346,686.00 | 0.0% |
| Title V | \$ 44,690.38 | \$ 44,690.38 | 89,846.00 | 49.7% |
| IDEA Part B | \$ 294,947.03 | \$ 294,947.03 | 888,572.00 | 33.2% |
| IDEA Pre-School | \$ - | \$ 4,376.95 | 13,343.00 | 32.8% |
| ESSER 2.0** | \$ - | \$ 189,316.79 | 578,890.00 | 32.7% |
| ESSER 3.0** | \$ - | \$ 375,824.09 | 2,953,947.00 | 12.7% |
| Fiscal Pre-Monitoring Supports Grant** | \$ - | \$ - | 37,467.00 | 0.0% |
| Epidemiology & Laboratory Capacity Grant** | \$ 250,894.74 | \$ 250,894.74 | 475,651.00 | 52.7% |
| Resiliant School Communities Grant** | \$ - | \$ - | 163,062.00 | 0.0% |
| Governors Civics Grant** | \$ - | \$ - | 544.00 | 0.0% |
| ARP Homeless** | \$ 5,077.64 | \$ 5,077.64 | 20,965.00 | 24.2% |
| Math Implementation Supports Grant** | \$ - | \$ - | 71,250.00 | 0.0% |
| ARP Idea** | \$ 35,707.71 | \$ 35,707.71 | 119,890.00 | 29.8% |
| Literacy Training Stipend Grant | \$ - | \$ 33,000.00 | 33,000.00 | 100.0% |
| Total Revenues | \$ 820,129.30 | \$ 1,648,486.76 | \$ 6,872,091.00 | 24.0% |

| <u>EXPENDITURES</u> | <u>MTD</u> | <u>YTD</u> | <u>Total Budget</u> | <u>YTD % of Total Budget</u> |
|--|----------------------|------------------------|------------------------|------------------------------|
| Consolidated Administration | \$ 7,952.54 | \$ 68,988.33 | \$ 109,580.00 | 63.0% |
| Title I-A | 44,673.68 | 326,777.53 | 658,832.00 | 49.6% |
| Title I-A Neglected | 6,697.13 | 47,320.27 | 80,444.00 | 58.8% |
| Title II-A | 6,364.07 | 48,067.94 | 123,351.00 | 39.0% |
| Title III | 1,288.60 | 9,108.92 | 53,010.00 | 17.2% |
| Title IV | 2,853.81 | 23,785.39 | 53,761.00 | 44.2% |
| 21st Century Grant | 29,056.26 | 129,748.25 | 346,686.00 | 37.4% |
| Title V | 5,318.04 | 55,389.30 | 89,846.00 | 61.6% |
| ARP Homeless** | 2,383.19 | 7,647.28 | 20,965.00 | 36.5% |
| IDEA Part B | 58,645.26 | 411,532.90 | 888,572.00 | 46.3% |
| IDEA Pre-School | 1,627.57 | 7,190.97 | 13,343.00 | 53.9% |
| ESSER 2.0 ** | 54,380.94 | 321,222.00 | 578,890.00 | 55.5% |
| ESSER 3.0 ** | 84,971.18 | 538,813.47 | 2,953,947.00 | 18.2% |
| Fiscal Pre-Monitoring Supports Grant** | - | - | 37,467.00 | 0.0% |
| Epidemiology & Laboratory Capacity ** | 7,880.93 | 294,247.28 | 475,651.00 | 61.9% |
| Resiliant School Communities Grant** | 16,564.80 | 23,801.80 | 163,062.00 | 14.6% |
| Governors Civics Grant** | - | - | 544.00 | 0.0% |
| Math Implementation Supports Grant** | - | - | 71,250.00 | 0.0% |
| ARP IDEA ** | 6,567.48 | 40,285.05 | 119,890.00 | 33.6% |
| Literacy Training Stipend Grant | - | 38,202.90 | 33,000.00 | 115.8% |
| Total Expenditures | \$ 337,225.48 | \$ 2,392,129.58 | \$ 6,872,091.00 | 34.8% |
| Net Revenue (Expense) | \$ 482,903.82 | \$ (743,642.82) | \$ - | |

*Encumbrances Total \$343,572

** Reflects CARES Act Funding Grants

Greeneville City Schools
Greene Technology Center Financial Report
For the Month of February 2023

| Account # | Description | Month-to-Date | Year-to-Date | Total Budget | YTD % of Total Budget | |
|----------------------------|--|------------------------|------------------------|------------------------|-----------------------|-----|
| <u>REVENUE</u> | | | | | | |
| 39000 | Unassigned Fund Balance | \$ - | \$ - | \$ 88,053.00 | 0.0% | |
| 40000 | Local Taxes | - | 338,518.80 | 564,198.00 | 60.0% | (1) |
| 41000 | Marriage Licenses | - | 48.00 | 80.00 | 60.0% | (1) |
| 43542 | Contracts with Other LEAs (Greene County) | - | 156,000.00 | 312,000.00 | 50.0% | (2) |
| 44000 | Other Local Revenue & Miscellaneous Refunds | 13,277.50 | 65,330.27 | 37,952.00 | 172.1% | (4) |
| 46511 | Basic Education Program- State of TN (BEP) | - | 458,170.80 | 763,618.00 | 60.0% | (1) |
| 46000 | Career Ladder | - | 638.40 | 1,064.00 | 60.0% | |
| 47100 | Federal Through State- Carl Perkins | - | 26,611.85 | 53,223.00 | 50.0% | |
| 49000 | Operating Transfer (Grv City) & Insurance Recovery | - | 115,753.80 | 194,423.00 | 59.5% | (1) |
| | Total Revenues | \$ 13,277.50 | \$ 1,161,071.92 | \$ 2,014,611.00 | 57.6% | |
| <u>EXPENDITURES</u> | | | | | | |
| 71300 | Vocational Education | \$ 78,676.40 | \$ 595,369.87 | \$ 1,052,465.00 | 56.6% | |
| 72130 | Other Student Support | 10,151.58 | 79,478.96 | 110,527.00 | 71.9% | |
| 72250 | Technology | 4,934.65 | 39,292.13 | 59,007.00 | 66.6% | |
| 72310 | Board of Education | 6,953.36 | 94,711.24 | 115,188.00 | 82.2% | (3) |
| 72410 | Office of Principal | 26,774.91 | 206,731.59 | 356,105.00 | 58.1% | |
| 72610 | Operation of Plant (Custodial) | 20,647.94 | 146,690.72 | 220,120.00 | 66.6% | |
| 72620 | Maintenance of Plant | 928.39 | 17,292.94 | 22,976.00 | 75.3% | |
| 76100 | Capital Outlay | - | 14,358.34 | 25,000.00 | 57.4% | |
| 71300 | Perkins Funds- Vocational Education | 2,050.00 | 28,400.17 | 33,884.00 | 83.8% | |
| 72130 | Perkins Funds- Other Student Support | 189.99 | 6,430.00 | 15,745.00 | 40.8% | |
| 72230 | Perkins Funds- Vocational Education Support | 555.61 | 3,149.72 | 3,595.00 | 87.6% | |
| | Total Expenditures | \$ 151,862.83 | \$ 1,231,905.68 | \$ 2,014,612.00 | 61.1% | |
| | Net Revenue (Expense) | \$ (138,585.33) | \$ (70,833.76) | | | |

Explanation of Footnotes

(1) Revenues Allocated to GTC are Paid in Equal Installments from GCS Over 9 Months- Beginning in August; Then Adjusted Per Actual Revenue

(2) Represents Total Amount Received From Greene County Schools

(3) Reflects cost of 2022-2023 Liability and Workers' Compensation Insurance Payments

(4) Prior & Current Year John Deere Grant Proceeds/HAAS Donation Revenue to be Added in GTC Fiscal Year 2023 Amendment #2

Encumbrances total \$39,940.

This sheet has been updated as of March 20, 2023, with information through February 2023

**GREENVILLE CITY SCHOOLS
2022 - 2023
ACTUAL LOCAL REVENUE COLLECTIONS**

| | Property Tax | | Property Tax - Prior Year | | Clerk & Master | | Interest & Penalty | | Pick-up Taxes | | In Lieu of - Local Utility | | In Lieu of - Other | |
|------------|-----------------|-----------------|---------------------------|---------------|----------------|----------------|--------------------|----------------|---------------|-----------|----------------------------|--------------|--------------------|-------------|
| | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2020-2021 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 |
| July | \$ - | \$ - | \$ 7,233.62 | \$ 9,188.59 | \$ 2,460.24 | \$ 2,701.20 | \$ 1,752.78 | \$ 2,087.99 | \$ - | \$ - | \$ - | \$ 12,443.75 | \$ 229.48 | \$ 259.49 |
| August | \$ - | \$ - | \$ 5,643.32 | \$ (8,670.69) | \$ 3,236.72 | \$ 1,562.92 | \$ 2,656.12 | \$ 1,167.29 | \$ - | \$ - | \$ 20,193.41 | \$ 1,866.77 | \$ - | \$ - |
| September | \$ - | \$ - | \$ 12,511.86 | \$ 8,843.53 | \$ 2,755.65 | \$ 2,448.00 | \$ 3,390.50 | \$ 2,314.04 | \$ - | \$ - | \$ 12,112.55 | \$ 12,443.75 | \$ - | \$ - |
| October | \$ 317,860.47 | \$ 310,678.20 | \$ 14,045.37 | \$ 24,699.44 | \$ 5,106.88 | \$ 4,361.74 | \$ 5,028.67 | \$ 5,053.22 | \$ - | \$ - | \$ 12,112.55 | \$ 23,922.74 | \$ - | \$ - |
| November | \$ 294,348.41 | \$ 254,859.08 | \$ 7,196.09 | \$ 5,023.07 | \$ 5,595.97 | \$ 2,940.19 | \$ 5,240.67 | \$ 2,216.44 | \$ - | \$ - | \$ 12,112.55 | \$ 11,478.99 | \$ - | \$ - |
| December | \$ 788,057.72 | \$ 727,728.65 | \$ 7,144.70 | \$ 4,516.08 | \$ 12,647.24 | \$ 1,537.24 | \$ 10,670.87 | \$ 1,719.37 | \$ - | \$ - | \$ 10,295.46 | \$ 11,478.99 | \$ - | \$ 2,169.51 |
| January | \$ 346,759.76 | \$ 333,034.59 | \$ 5,077.41 | \$ 6,094.97 | \$ 2,140.47 | \$ 2,470.03 | \$ 1,905.77 | \$ 2,791.43 | \$ - | \$ - | \$ 12,112.55 | \$ 11,479.00 | \$ 1,169.76 | \$ - |
| February | \$ 1,399,144.29 | \$ 1,269,694.23 | \$ 14,336.52 | \$ 14,448.44 | \$ 2,020.50 | \$ 3,042.81 | \$ 3,664.48 | \$ 4,442.79 | \$ - | \$ - | \$ 12,112.55 | \$ 11,478.99 | \$ 1,528.12 | \$ 1,010.65 |
| March | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | |
| ADA Adj. | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | |
| Totals | \$ 3,146,170.65 | \$ 2,895,994.75 | \$ 73,188.89 | \$ 64,143.43 | \$ 35,963.67 | \$ 21,064.13 | \$ 34,309.86 | \$ 21,792.57 | \$ - | \$ - | \$ 91,051.62 | \$ 96,592.98 | \$ 2,927.36 | \$ 3,439.65 |
| Commission | \$ 62,923.41 | \$ 57,919.90 | \$ 1,463.78 | \$ 1,282.87 | \$ 359.64 | \$ 210.64 | \$ 686.20 | \$ 435.85 | \$ - | \$ - | \$ 910.52 | \$ 965.93 | \$ 29.27 | \$ 34.40 |
| Total Net | \$ 3,083,247.24 | \$ 2,838,074.86 | \$ 71,725.11 | \$ 62,860.56 | \$ 35,604.03 | \$ 20,853.49 | \$ 33,623.66 | \$ 21,356.72 | \$ - | \$ - | \$ 90,141.10 | \$ 95,627.05 | \$ 2,898.09 | \$ 3,405.25 |
| Difference | | \$ (250,175.90) | | \$ (9,045.46) | | \$ (14,899.54) | | \$ (12,517.29) | | \$ - | | \$ 5,541.36 | | \$ 512.29 |

| | Sales Tax | | Bank Excise Tax | | Mixed Drink Tax | | Statutory Local Tax | | Marriage Licenses | | Subtotal | | 2021-22% of Actual | 2022-23 % of Budget |
|------------|-----------------|-----------------|-----------------|-----------|-----------------|--------------|---------------------|-----------|-------------------|-------------|-----------------|-----------------|--------------------|---------------------|
| | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2021-2022 | 2022-2023 | 2020-2021 | 2022-2023 | | |
| July | \$ 374,777.02 | \$ 421,100.29 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 149.38 | \$ 114.49 | \$ 386,602.52 | \$ 447,895.80 | 5.9% | 5.4% |
| August | \$ 367,431.34 | \$ 432,580.24 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 85.36 | \$ 90.13 | \$ 399,246.27 | \$ 428,596.66 | 6.1% | 5.2% |
| September | \$ 371,486.88 | \$ 496,616.02 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 97.22 | \$ 82.83 | \$ 402,354.66 | \$ 522,748.17 | 6.1% | 6.3% |
| October | \$ 363,856.95 | \$ 392,440.02 | \$ - | \$ - | \$ 13,171.95 | \$ 13,304.80 | \$ - | \$ - | \$ 139.90 | \$ 136.42 | \$ 731,322.74 | \$ 774,596.58 | 11.1% | 9.3% |
| November | \$ 427,773.87 | \$ 420,689.99 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 192.07 | \$ 121.80 | \$ 752,459.63 | \$ 697,329.56 | 11.4% | 8.4% |
| December | \$ 377,553.14 | \$ 415,739.51 | \$ - | \$ - | \$ - | \$ - | \$ 31.20 | \$ 97.40 | \$ 97.22 | \$ 87.70 | \$ 1,206,497.55 | \$ 1,165,074.45 | 18.3% | 14.1% |
| January | \$ 451,682.57 | \$ 433,205.57 | \$ - | \$ - | \$ 12,835.55 | \$ 13,304.80 | \$ 35.00 | \$ - | \$ 73.51 | \$ 56.03 | \$ 833,792.35 | \$ 802,436.42 | 12.7% | 9.7% |
| February | \$ 444,723.39 | \$ 499,814.62 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35.00 | \$ 37.94 | \$ 43.85 | \$ 1,877,567.79 | \$ 1,804,011.38 | 28.5% | 21.8% |
| March | | | | | | | | | | | \$ - | \$ - | 0.0% | 0.0% |
| April | | | | | | | | | | | \$ - | \$ - | 0.0% | 0.0% |
| May | | | | | | | | | | | \$ - | \$ - | 0.0% | 0.0% |
| ADA Adj. | | | | | | | | | | | \$ - | \$ - | 0.0% | 0.0% |
| June | | | | | | | | | | | \$ - | \$ - | 0.0% | 0.0% |
| Totals | \$ 3,179,285.16 | \$ 3,512,186.26 | \$ - | \$ - | \$ 26,007.50 | \$ 26,609.60 | \$ 66.20 | \$ 132.40 | \$ 872.60 | \$ 733.25 | \$ 6,589,843.51 | \$ 6,642,689.02 | | |
| Commission | \$ 31,792.85 | \$ 35,121.86 | \$ - | \$ - | \$ 260.08 | \$ 266.10 | \$ 0.66 | \$ 1.32 | \$ 8.73 | \$ 7.33 | \$ 98,435.13 | \$ 96,246.20 | | |
| Total Net | \$ 3,147,492.31 | \$ 3,477,064.40 | \$ - | \$ - | \$ 25,747.43 | \$ 26,343.50 | \$ 65.54 | \$ 131.08 | \$ 863.87 | \$ 725.92 | \$ 6,491,408.38 | \$ 6,546,442.82 | | |
| Difference | | \$ 332,901.10 | | \$ - | | \$ 602.10 | | \$ 66.20 | | \$ (139.35) | | \$ 52,845.51 | | |

Total budgeted projection for 2022 - 2023 is \$ 8,291,395 The year-to-date collection of \$ 6,642,689 is 80.1% of the total budgeted projection.
The amount collected year-to-date is \$ 52,846 more than this time last year. (This amount does not reflect commission fees.)

Greeneville City Schools Comparative Summary of Revenue Collections For the Month Ended December 31, 2022

| <u>LOCAL REVENUE</u> | 2021-2022 | 2022-2023 | Variance | Actual
% Change |
|----------------------------------|------------------------|------------------------|----------------------|--------------------|
| Property Tax | \$ 3,146,170.65 | \$ 2,895,994.75 | \$ (250,175.90) | -7.95% |
| Property Tax - Prior Year | 73,188.89 | 64,143.43 | \$ (9,045.46) | -12.36% |
| Clerk & Master | 35,963.67 | 21,064.13 | \$ (14,899.54) | -41.43% |
| Interest & Penalty | 34,309.86 | 21,792.57 | \$ (12,517.29) | -36.48% |
| Pick-Up Local Taxes | - | - | \$ - | 0.00% |
| In Lieu Of - Local Utility | 91,051.62 | 96,592.98 | \$ 5,541.36 | 6.09% |
| In Lieu Of - Other | 2,927.36 | 3,439.65 | \$ 512.29 | 17.50% |
| Sales Tax | 3,179,285.16 | 3,512,186.26 | \$ 332,901.10 | 10.47% |
| Bank Excise Tax | - | - | \$ - | 0.00% |
| Mixed Drink Tax | 26,007.50 | 26,609.60 | \$ 602.10 | 2.32% |
| Statutory Local Taxes | 66.20 | 132.40 | \$ 66.20 | 100.00% |
| Marriage Licenses | 872.60 | 733.25 | \$ (139.35) | -15.97% |
| Totals | \$ 6,589,843.51 | \$ 6,642,689.02 | \$ 52,845.51 | 0.80% |

Note: Amounts reflected do not take into consideration commission fees. Property tax, Interest & Penalty and Pick-Up Tax commission fees are calculated at 2% of total collections, while all other categories are calculated at 1% of total collections.

** Total budgeted amount of local revenue attributable to the GTC is \$564,278*

| <u>BEP REVENUE</u> | 2021-2022 | 2022-2023 | Variance |
|--------------------|-------------------------|-------------------------|------------------------|
| July | \$ - | \$ 400,115.00 | \$ 400,115.00 |
| August | 1,607,700.00 | 1,694,900.00 | \$ 87,200.00 |
| September | 1,607,700.00 | 1,694,900.00 | \$ 87,200.00 |
| October | 1,607,700.00 | 1,694,900.00 | \$ 87,200.00 |
| November | 1,607,700.00 | 1,694,900.00 | \$ 87,200.00 |
| December | 1,607,700.00 | 1,694,900.00 | \$ 87,200.00 |
| January | 1,620,900.00 | 1,723,100.00 | \$ 102,200.00 |
| February | 1,609,900.00 | 1,699,600.00 | \$ 89,700.00 |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| Totals | \$ 11,269,300.00 | \$ 12,297,315.00 | \$ 1,028,015.00 |

Greeneville City Board of Education

| | | | |
|--|---|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Code of Ethics | Descriptor Code:
1.106 | Revision Date:
04/27/23 |
| | | Rescinds: | Adoption Date:
12/13/18 |

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall be recused ~~himself/herself~~ from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;
- 31

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
- 2 disciplinary action, if warranted; or
- 3
- 4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 5 for possible ouster or criminal prosecution.

Legal References

- 1. TCA 8-17-103

Cross References

- Board Member Conflict of Interest 1.107
- Duties of Board Members 1.202

Greeneville City Schools

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| Monitoring:
Review: Annually | Descriptor Term:
NEW POLICY
Board Member Conflict of
Interest | Descriptor Code:
1.107 | Reviewed Date:
04/27/23 |
| | | Rescinds: | Adoption Date:
04/27/23 |

1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a
5 business in which the board member is a sole proprietor, partner, or person having a controlling
6 interest.¹

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a
8 reasonable person would infer affects ~~his/her~~ **their** personal finances indirectly. If a board member has
9 a direct interest but is the sole supplier of goods or services in the city or county, ~~he/she~~ **the board**
10 **member** would be considered indirectly interested in such a matter.²

11 **DIRECT CONFLICT OF INTEREST¹**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board
14 member shall refrain from voting or discussing any matter related to that contract since ~~he/she~~ **the**
15 **board member** has a direct interest. Upon expiration, the contract shall not be renewed by the Board.³

16 This shall not prohibit any board member from voting on the school budget or any budget amendments
17 unless the vote is on a specific budget amendment in which the board member is directly interested.⁴

18 **INDIRECT CONFLICT OF INTEREST²**

19 A board member shall not be indirectly interested in any contract where the Board may be interested
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be
21 made at the board meeting in which the Board is taking action on the contract. A board member with
22 an indirect interest is not required to refrain from voting on the contract.

23 **PENALTY FOR UNLAWFUL INTEREST⁵**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes
25 directly interested in any contract, ~~he/she~~ **that board member** shall forfeit all compensation. ~~He/she~~ **The**
26 **board member** shall also be dismissed from the Board and be ineligible to serve in the same or similar
27 position for ten (10) years.

Legal References

1. TCA 12-4-101(a); Op. Tenn. Att’y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att’y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

Cross References

Code of Ethics 1.106
Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: _____

2. Name: _____

3. Description of conflict of interest (describe below in detail):

Signature of Board Member

Signature of Witness

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Expenses and Reimbursements | Descriptor Code:
2.804 | Revision Date:
04/27/23 |
| | | Rescinds:
2.804 | Adoption Date:
04/24/14 |

1 *Central Office*

2 Requests for reimbursements shall be submitted to the Director of Schools' office within thirty (30) days
3 of the date of purchase or completion of travel **and as soon as possible during the month of June.**

4 The Director of Schools or designee shall develop procedures and forms to ensure consistency and
5 transparency with the implementation of this policy.

6 **PERSONNEL**

7 ~~School and District~~ Personnel who incur expenses in carrying out their authorized duties will be
8 reimbursed upon submission of an approved reimbursement request and supporting receipts.

9 Expenses for travel will be reimbursed when the travel has the advance authorization of the Department
10 Head. No travel authorization will be granted outside constraints of the operational budget of the
11 particular program involved.

12 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
13 shall not be used for this purpose.¹

14 **BOARD MEMBERS**

15 The members of the Board shall be reimbursed for transportation, lodging, meals and other pertinent
16 expenses when traveling on business for the Board. Attendance at conventions or other educational
17 meetings or travel for other school **district** purposes shall be authorized in advance by the Board.²

18 Expenses shall be submitted to the Director of Schools' office within thirty (30) days of the date of
19 completion of such travel **and as soon as possible during the month of June.** The rate of reimbursement
20 shall be the same as the rate for District employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Greeneville City Board of Education

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| Monitoring:
Review: Annually | Descriptor Term:

Attendance | Descriptor Code:
6.200 | Revision Date:
04/27/23 |
| | | Rescinds:
6.200 | Issued:
03/19/19 |

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

3 The Chief Student Services Officer shall oversee the entire attendance program which shall include: ¹

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

12 Absences shall be classified as either excused or unexcused as determined by the Principal/designee.
13 Without a note, the student's absence shall be unexcused. Excused absences shall include:⁴

- 14 1. Personal illness/injury with parent note or medical excuse;
- 15
- 16 2. Illness of immediate family member requiring the student to give temporary help. After five
17 consecutive days, a doctor's statement shall be required. Immediate family is defined as:
18 parents, brothers, sisters, grandparents, aunts, uncles, legal guardian or person in loco
19 parentis, or a member of his own household.
- 20
- 21 3. Death in the family, the school may request documentation at its discretion;
- 22
- 23 4. Extreme weather conditions;
- 24
- 25 5. Religious observances;⁵
- 26
- 27 6. School-endorsed activities;
- 28
- 29 7. Summons, subpoena, or court order;

- 1 8. Circumstances which in the judgment of the Principal create emergencies over which the
2 student has no control;
- 3 9. Circumstances which are approved by the Principal through a pre-arranged request by the
4 parent; or
- 5 10. Pregnancy.

6 The Principal shall be responsible for ensuring that:⁶

- 7 1. Attendance is checked and reported daily for each class;
8
- 9 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
10 for the majority of the day;
11
- 12 3. All student absences are verified as excused or unexcused;
13
- 14 4. Documented excuses are submitted for absences and tardiness within 2 days of returning to
15 schools;
16
- 17 5. System-wide procedures for accounting and reporting are followed.

18 The school administrators will notify parents when a student has missed five (5) days unexcused, and at
19 each successive accumulation of five (5) unexcused days. A student who has missed the equivalence of
20 five (5) unexcused days may be required to appear before the Greeneville City Schools Truancy Board
21 and/or Greene County Juvenile Court.

22 The Principal shall be responsible for notifying in writing the Director of Schools and the parents of the
23 student of any action taken by the school.

24 Any administrative decision regarding attendance may be appealed initially to the Director of Schools
25 and ultimately to the Board. The appeal shall be made in writing to the Director of Schools within five
26 (5) days following the action or the report of the action, whichever is later.⁹

27 **MAKE-UP WORK**

28 Students with excused absences may make up missed class work within five days of the student's return
29 at the teacher's convenience. It shall be the student's responsibility to initiate any arrangements for make-
30 up work. Teachers shall have discretion to allow students to make up work for unexcused days absent.

31 If a student is absent, the student's parents may arrange to pick up their class work by contacting the
32 school office.

33 **TRUANCY**

34 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
35 attendance at school is required. Students may attend part-time days, alternating days, or for a specific

1 amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered
2 present for school attendance purposes. If a student is required to participate in a remedial instruction
3 program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the
4 school district provides transportation, unexcused absences from these programs shall be reported in the
5 same manner.⁷

6 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
7 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
8 absence. If a parent/guardian does not provide documentation within adequate time excusing those
9 absences or request an attendance hearing, then the Director of Schools/designee shall implement tier
10 two of the progressive truancy plan described below prior to referral to juvenile court.

11 *3-Tiered Progressive Truancy Plan*⁸

12 *Tier 1*

13 Tier I of the progressive truancy plan shall apply to all students within the district and include
14 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
15 include, but are not limited to:

- 16
- 17 1. Any student accumulating a minimum of 2 unexcused absences will be sent a letter as a
18 preventative measure.
- 19 2. School counseling services may be made available to the student.
- 20 3. Staff members at each school will monitor attendance records on a regular basis to identify
21 student attendance.

22 *Tier 2*

23 Any student accumulating a minimum of five (5) unexcused absences will be placed in Tier II. The
24 Truancy Intervention Specialist and/or a school employee will notify the parents and/or guardian in
25 writing, by email, phone call and/or text regarding the elevation to Tier II. Tier II must include:

- 26 1. an individualized assessment conducted by the Truancy Intervention Specialist and/or a
27 school employee explaining reasons for the student's absences. The Truancy Intervention
28 Specialist and/or a school employee may refer a student to counseling, community-based
29 services, or other in-school or out-of-school services aimed at addressing the student's
30 attendance problems.
- 31 2. an Attendance Contract is to be signed by the student, parent/guardian or other person
32 having control of the student and an Attendance Supervisor or Designee. The Attendance
33 Contract must include:
 - 34 A. A specific description of the school's attendance expectations for the student.
 - 35 B. The period of which the contract is in effect and
 - 36 C. The consequences for additional absences and alleged school offenses. This
37 may include additional disciplinary action and a potential referral to Juvenile
38 Court.

1 Follow up meetings will be scheduled with each school to discuss the students' progress. Contact with
2 student and/or parent/guardian will be made as needed.

3 *Tier 3*

4 Tier III must be implemented if the truancy interventions under Tier II are unsuccessful. The Truancy
5 Intervention Specialist will notify the parents and/or guardian in writing and/or by phone of their
6 scheduled time/date to appear before the Greeneville City Schools Truancy Board. The Greeneville
7 City Schools Truancy Board will have representation from the student's school of attendance, the
8 Greeneville City Schools' Juvenile Court Liaison, community-based services personnel and other
9 members from the Greeneville City Schools Leadership team. The Truancy Intervention Specialist
10 will chair the Truancy board.

11 The truancy board hearing will allow members of the board to review the case and hear from the parents
12 and student, if age appropriate, regarding the attendance issues. At the end of the hearing, members of
13 the truancy board will decide the consequence by a roll call vote. A Truancy Board Hearing Summary
14 document, which explains the decision and stipulations of the truancy board action, will be completed
15 and signed by members of the truancy board, a parent/guardian, and the student if present.

16 Possible decisions of the board may include:

- 17 1. The student may be placed on attendance probation with the truancy board and be required a
18 Doctor Statement for every absence and/or tardy for the remainder of the school year.
19 Continued unexcused absences can result in a Petition/Contributing Warrant being filed with
20 Juvenile Court.
- 21 2. The student's attendance will be closely monitored but Doctor Statements are NOT required
22 for every absence and/or tardy for the remainder of the school year. However, if a student
23 does not uphold the stipulations set forth in the Truancy Board Hearing Summary document
24 and unexcused absences continue, this can result in a Petition/Contributing Warrant being filed
25 with Juvenile Court.
- 26 3. Should the Truancy Board decide the student and/or their family would benefit from
27 counseling, community-based services or other in-school or out-of-school services aimed at
28 addressing the attendance problems, referrals to those services may be made.
- 29 4. A petition to Greene County Juvenile Court may be filed at the conclusion of the truancy board
30 hearing.

31 If any tier of a progressive truancy intervention plan is unsuccessful with a student and the school can
32 document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan,
33 then the Director of Schools, or the Director's designee, may report the student's absences to the
34 appropriate judge pursuant to subsection (g) without first having to implement subsequent tiers, if any.
35 Evidence of a parent's or guardian's unwillingness to cooperate in the truancy intervention plan includes,
36 but is not limited to, a parent's or guardian's failure or refusal, on multiple occasions, to attend
37 conferences, return telephone calls, attend follow-up meetings, enter into an attendance contract, or
38 actively participate in any of the tiers of intervention outlined in subsection (d) or in the local board of
39 education's progressive truancy intervention plan.

1 HIGH SCHOOL

2 To avoid being tardy, high school students must be in the room when the bell rings. The teacher's roll
3 book and sign in/out records in the attendance office will serve as the official record of both tardies and
4 absences. When a student accumulates five tardies, it will be equivalent to one unexcused day absent.

5 MIDDLE AND ELEMENTARY SCHOOLS

6 An accumulation of five (5) tardies to school and/or early checkouts without adequate excuse will be
7 recorded as one unexcused absent day.

8 ALL SCHOOLS

9 A total of three (3) parent notes per semester may be used to excuse a student's absence. Any absences
10 beyond those three (3) allowed by a parent note will be recorded as an unexcused absence.

11 Students participating in school-sponsored activities whether on- or off-campus shall not be counted
12 absent as it relates to state attendance accounting procedures. However, to preserve instructional time
13 and to assure successful implementation of block scheduling at the high school, absence from class for
14 any reason will be dealt with according to the attendance policy. In order to qualify as "school-
15 sponsored", the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus
16 or early dismissal or late arrival of all students or any segment of students shall not be permitted for any
17 reason except for emergencies such as inclement weather or other unavoidable situations, unless
18 instruction time is made up in full.

19 Ten (10) consecutive or fifteen (15) total unexcused absences during any semester will result in the
20 student becoming ineligible to retain a driver's permit or license, or to obtain such if of age.²

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

24 Requests for students to attend school in counties in adjoining states shall be considered on a case-by-
25 case basis.

26 The Board shall determine annually and include in the school calendar a plan for using three (3)
27 abbreviated school days and the procedures for making up missed instructional days. In addition, the
28 Board shall determine annually whether to use flexible scheduling for kindergarten students. A flexible
29 schedule is designed to provide a smooth transition from home or daycare to school for kindergarten
30 students and to provide one-to-one time for teachers and students during the first critical week of school.

31 RELEASED TIME COURSE¹⁰

32 A principal or designee may excuse a student to attend a course in religious moral instruction for up to
33 one (1) class period each school week. Students shall not be excused during any class which requires
34 an examination for state or federal accountability purposes.

1 The student must submit a written consent form signed by the student's parent or legal guardian prior
 2 to the student's participation in the released time course. The principal or designee shall document the
 3 approval in writing. The student shall provide documentation to the principal or designee as proof of
 4 the student's participation in the released time course.

5 The district shall not be responsible for transporting students to and from the place of instruction.

6 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES¹¹**

7 Principals may excuse a student from school attendance for up to 2 days per semester to participate in a
 8 non-school sponsored extracurricular activity if the following conditions are met:

- 9 1. The student provides documentation to the school as proof of the student's participation in the
 10 non-school sponsored extracurricular activity; and
- 11 2. The student's parent/guardian, not later than seven (7) days prior to the absence for the
 12 extracurricular activity, submits to the Principal/designee a written request for the excused
 13 absence. The written request shall include:
 - 14 a. The student's full name;
 - 15 b. The student's grade;
 - 16 c. The dates of the student's absence;
 - 17 d. The reason for the student's absence; and
 - 18 e. The signature of both the student and the student's parent/guardian.

19 Principal approval shall be provided in writing.

20 Non-school sponsored extracurricular activities shall not be approved for days the student would be
 21 required to be assessed during the test administration windows for:

- 22 • Tennessee Comprehensive Assessment Program (TCAP) End of Course (EOC); or
- 23 • Tennessee Comprehensive Assessment Program (TCAP) Achievement tests; or
- 24 • The Junior ACT test day or Senior ACT retake day.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5)(c); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TRR/MS 0520-01-02-.17(7)
10. TCA 49-2-130
11. **TCA 49-6-3022**

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Physical Examinations and
Immunizations | Descriptor Code:
6.402 | Revision Date:
04/27/23 |
| | | Rescinds:
6.402 | Adoption Date:
10/25/18 |

1 **PHYSICAL EXAMINATIONS¹**

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

- 3 1. Entering school for the first time.; and ~~This applies to preschool, kindergarten, first grade~~
4 ~~and other students for whom there is no health record; and~~
- 5 2. ~~Participating participation~~ as a member of any athletic team or in any other strenuous
6 physical activity program.

7 The **P** principal shall develop and implement a process of receiving and filing which will ensure the
8 confidentiality of the students' physical examinations and health records.

9 Cost of the examination shall be ~~covered borne~~ by the parent/~~or~~ guardian of the student. ~~These records~~
10 ~~shall be on file in the school office. Physical examination and health records of students entering school~~
11 ~~for the first time shall be on file in the main school office.~~ Physical examinations required for athletics
12 shall be on file in the athletic ~~trainer's director's~~ office.

13 Screening tests ~~for vision and hearing,~~ as required by the Tennessee Department of Education and the
14 ~~Department of Health~~ will be conducted. Parent(s)/guardian(s) will receive written notice of any
15 screening result that indicates a condition that might interfere ~~or tend to interfere~~ with a student's
16 progress. ~~The school district will not conduct physical examinations of a student without parental~~
17 ~~consent or by court order, unless the immediate health or safety of the student or others is in question.~~³

18 ~~In general, the school system will not conduct physical examinations of a student without parental~~
19 ~~consent to do so or by court order, unless the health or safety of the student or others is in question.~~³

20 **IMMUNIZATIONS**

21 Students will not be permitted to attend school without proof of immunization, as determined by the
22 Commissioner of ~~Publie~~ Health unless circumstances outlined in state or federal law prevent a student
23 from producing such records. It is the responsibility of the parent(s)/~~or~~ guardian(s) to have their children
24 immunized and to provide such proof to the **P** principal of the school which the student is to attend. ⁴

25 Exceptions, will be granted to any ~~student child~~ whose parent/~~or~~ guardian ~~shall~~ files with school
26 authorities a signed, written statement that such measures conflict with one of the following:
27

- 1 1. ~~Their His/her~~ religious tenets and practices if in the absence of an epidemic or immediate threat
2 of an epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
3
4 2. Due to medical reasons if ~~the student such child~~ has a written statement from ~~their his/her~~ doctor
5 excusing ~~them him~~ from ~~the such~~ immunization.⁶
- 6 The Director of Schools shall ensure that appropriate immunization records are maintained for each
7 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3); ~~Public Acts of 2021, Chapter No. 513~~
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Greeneville City Board of Education

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|--|--|----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Reporting Child Abuse | Descriptor Code:
6.409 | Revision Date:
04/27/23 |
| | | Rescinds:
6.409 | Adoption Date:
01/26/06 |

1 *General*

2 The Director of Schools shall:¹

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

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

14 **REPORTING**

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

21 The report shall include, to the extent known by the reporter:⁵⁶

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

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

1 **CONFIDENTIALITY**

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

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁶⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The Principal may control the time, place, and circumstances of the interview,⁷ but may not insist
8 that a school employee be present even if the suspected abuser is a school employee or another student.
9 The Principal is not in violation of any laws by failing to inform **parent(s)/guardian(s)** that the child is to
10 be interviewed even if the suspected abuser is not a member of the child's household.⁷⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; **Public Acts of 2022, Chapter No. 841**
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. **Public Acts of 2022, Chapter No. 781**
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Greeneville City Board of Education

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|--|--|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Pediculosis (Head Lice) | Descriptor Code:
6.4031 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.4031 | Adoption Date:
06/28/18 |

1 No student shall be denied an education solely by reason of **pediculosis (head lice) infestation** and **their**
2 **his/her** educational program shall be restricted only to the extent necessary to minimize the risk of
3 transmitting the infestation.¹

4 It shall be the responsibility of the Principal or school nurse to notify the **parent(s)/guardian(s)** in the
5 event a child has pediculosis (head lice). A letter shall be sent home **with by** the **student child** to explain
6 the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence **shall must** be submitted to school personnel that the student
8 has been treated for pediculosis (head lice). This evidence may include but not be limited to:

- 9 1. **Proof of treatment with a pediculicide product (e.g. head lice shampoo)**
- 10 2. **Satisfactory examination by a school health official.**
- 11 ~~(1) Receipt of purchase for lice treatment medication.~~
- 12 ~~(2) A written note stating that the child has been treated and the name of the product used.~~
- 13 ~~(3) A physician's note stating that the child has been treated is acceptable also, but not required.~~

14 The Director of Schools shall ensure that treatment and prevention procedures are developed by the
15 school nursing department and distributed to all classroom teachers. These procedures shall be
16 distributed to the parent/guardian of any child that has pediculosis.

17 Any subsequent incidents of head lice for a student during the school year shall require submission of
18 satisfactory evidence of treatment for head lice and **be found free of lice by a school health official.**
19 ~~examination by a school health official showing that the is free of lice.~~

20 A student shall be expected to have met all requirements for treatment and return to school no later than
21 two (2) days following **exclusion for discovery of** head lice. All days in excess of the allowable period
22 shall be marked as unexcused absences and referred to the attendance supervisor **at the proper time.**

Legal References

1. TRR/MS 1200-14-01-.24

Greeneville City Board of Education

| | | | |
|--|---|-----------------------------------|-----------------------------------|
| Monitoring:
Review: Annually | Descriptor Term:
Glucagon, Diazepam
Gel (Diastat), Diazepam Nasal Spray
(Valtoco) and Midazolam | Descriptor Code:
6.4051 | Reviewed Date:
04/27/23 |
| | | Rescinds:
6.4051 | Adoption Date:
03/23/21 |

1 School personnel, who volunteer, under no duress or pressure and have been properly trained by a
2 Registered Nurse, are permitted to administer Glucagon in emergency situations to a student based on
3 physician's orders and/or the student's Individual Health Plan. If the school nurse is on site, the nurse
4 shall provide the service to the student.¹

5 The school nurse shall be responsible for updating and maintaining each Individual Health Plan. There
6 must be a parent/guardian signature on file giving permission prior to training school personnel to
7 administer Glucagon.

8 **DEFINITION OF GLUCAGON**

9 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.
10 ~~It must be injected with a syringe into the body like insulin.~~

11 **DELIVERY OF GLUCAGON (Method of delivery of glucagon is prescribed by the treating**
12 **physician) Types of delivery include but are not limited to:**

- 13 • **Baqsimi—Glucagon Nasal Powder**
- 14 • **Gvoke HypoPen—Glucagon Injection**
- 15 • **Zegalogue Injection—Dasiglucagon Injection**

16 **WHEN TO USE GLUCAGON**

17 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by
18 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

19 **TRAINING**

- 20 1. Review physicians' orders for Glucagon and parent/guardian permission on file.
- 21 2. The volunteer must complete an initial in-depth diabetes-related training recognizing signs and
22 symptoms of hypoglycemia and respond with student-specific interventions.
- 23 3. The volunteer trainee must be able to state how Glucagon's action and the need medically for
24 its use.
- 25 4. The volunteer trainee must be able to state how Glucagon should be prepared, the dosage and
26 side effects, as well as follow-up care after the administration of Glucagon.
- 27 5. The volunteer trainee must be able to identify where Glucagon will be stored (must be kept in a
28 secure location away from heat and direct light) and readily available to the student.

- 1 6. The volunteer trainee will notify or delegate notification of EMS/911 personnel,
2 parents/guardian and the school nurse any time Glucagon is administered to any student.
- 3 7. The volunteer trainee must document observations, administration of Glucagon and follow-up
4 care on the appropriate diabetic and medication forms.
- 5 8. Training will be provided until competency is demonstrated and retraining shall be completed
6 on a yearly basis. Training will be documented and include a skills checklist, instructor's
7 name, trainee's name, date of training, and documentation of competency of trainee to
8 administer Glucagon. A copy of the trainee's competency training form will be kept in the
9 employee's personnel file.

10 **DEFINITION OF DIAZEPAM (DIASTAT)²**

11 Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure
12 discharges. This special formulation of diazepam is administered rectally as a gel.

13 In addition to the assistance with self-administration of medications provided in subsection (a), public
14 and non-public school personnel who volunteer under no duress or pressure and who have been
15 properly trained by a registered nurse or employed or contracted by Greeneville City Schools or
16 governing board may administer anti-seizure medications, including diazepam gel to a student in an
17 emergency situation based on the student's Individual Health Plan. If the school nurse is available, on
18 site and able to reach the student within the time limit for administration specified in the IHP, then the
19 school nurse shall provide this service to the student.

20 **WHEN TO USE DIASTAT**

21 Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall
22 immediately summon local emergency medical services to the school to provide necessary monitoring
23 of transport to safeguard the health and condition of the student.

24 Trained volunteer school personnel administering anti-seizure medications under this subsection, any
25 registered nurse who provides training to administer such medications and any local board of education
26 shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in
27 the administration of such medications, if performed pursuant to the policies and guidelines developed
28 by the departments of health and education and approved by applicable regulatory or governing boards
29 or agencies.

30 Greeneville City Schools shall not assign a student with epilepsy or other seizure disorder to a school
31 other than the school for which the student is zoned or would otherwise regularly attend because the
32 student has a seizure disorder.

33 A student's parent or guardian, who has given the student's school written authorization to administer
34 anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or
35 school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered
36 at a time at which the student is not present in school. The student's IHP shall set forth with specificity
37 the requirements of reporting administration of medication and for the dissemination of such
38 information to volunteer school personnel trained to administer anti-seizure medication. Such
39 notification shall be given after administration of medication before or at the beginning of the next
40 school day in which the student is in attendance.

1 **TRAINING**

2 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a
3 school nurse in an emergency situation, the student's parent or guardian shall provide:

- 4 1. The school with a written authorization to administer the medication at school.
- 5 2. A written statement from the student's health care practitioner, which shall contain the
6 student's name, the name and purpose of the medication, the prescribed dosage, the route of
7 administration, the frequency that the medication may be administered and the circumstances
8 under which the medication may be administered.
- 9 3. Prior to its date of expiration, the prescribed medication to the school is its unopened, sealed
10 package with the intact label affixed by the dispensing pharmacy.

11 **DEFINITION OF VALTOCO**

12 Valtoco (diazepam nasal spray) is indicated for the acute treatment of intermittent, stereotypic episodes
13 of frequent seizure activity (i.e., seizure clusters, acute repetitive seizures) that are distinct from a
14 patient's usual seizure patterns in patient with epilepsy 6 years of age and older. Valtoco has
15 demonstrated comparable bioavailability to diazepam rectal gel, an established formulation of
16 diazepam, approved by the FDA in 1997 for the intermittent treatment of bouts of increased seizure
17 activity in children and adults.

18 In addition to the assistance with self-administration of medications provided in subsection (a) public
19 and non-public school personnel who volunteer under no duress or pressure and who have been
20 properly trained by a registered nurse or employed or contracted by Greeneville City Schools or
21 governing board may administer anti-seizure medications, including diazepam nasal spray to a student
22 in an emergency situation based on the student's Individual Health Plan. If the school nurse is
23 available, on site and able to reach the student within the time limit for administration specified in the
24 IHP, then the school nurse shall provide this service to the student.

25 **WHEN TO USE VALTOCO**

26 Upon the decision of a trained volunteer to administer diazepam nasal spray (Valtoco), school officials
27 shall immediately summon local emergency medical services to the school to provide necessary
28 monitoring of the transport to safeguard the health and condition of the student.

29 Trained volunteer school personnel administering anti-seizure medications under this subsection, any
30 registered nurse who provides training to administer such medications and any local board of education
31 shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in
32 the administration of such medications, if performed pursuant to the policies and guidelines developed
33 by the departments of health and education and approved by applicable regulatory or governing boards
34 or agencies.

35 Greeneville City Schools shall not assign a student with epilepsy or other seizure disorder to a school
36 other than the school for which the student is zoned or would otherwise regularly attend because the
37 student has a seizure disorder.

1 A student's parent or guardian, who has given the student's school written authorization to administer
2 anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or
3 school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered
4 at a time at which the student is not present in school. The student's IHP shall set forth with specificity
5 the requirements of reporting administration of medication and for the dissemination of such
6 information to volunteer school personnel trained to administer anti-seizure medication. Such
7 notification shall be given after administration of medication before or at the beginning of the next
8 school day in which the student is in attendance.

9 **TRAINING**

10 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a
11 school nurse in an emergency situation, the student's parent or guardian shall provide:

- 12 1. The school with a written authorization to administer the medication at school.
- 13 2. A written statement from the student's health care practitioner, which shall contain the
14 student's name, the name and purpose of the medication, the prescribed dosage, the route of
15 administration, the frequency that the medication may be administered and the circumstances
16 under which the medication may be administered.
- 17 3. Prior to its date of expiration, the prescribed medication to the school is its unopened, sealed
18 package with the intact label affixed by the dispensing pharmacy.

19 **DEFINITION OF MIDAZOLAM**

20 Midazolam is used to stop seizure activity in the brain. The exact way that midazolam works in the
21 brain is unknown. It appears to suppress or stop seizures by increasing the way gamma-aminobutyric
22 acid (GABA) acts on the brain. This special formulation of midazolam is administered by a nasal
23 spray.

24 In addition, to the assistance with self-administration of medications provided in subsection (a), public
25 school personnel who volunteer under no duress or pressure and who have been properly trained by a
26 registered nurse or employed or contracted by Greeneville City Schools may administer anti-seizure
27 medications, including midazolam to a student based on the student's Individual Health Plan. If the
28 school nurse is available on site and able to reach the student within the time limit for administration
29 specified in the IHP, then the school nurse shall provide this service to the student.

30 **WHEN TO USE MIDAZOLAM**

31 Upon the decision of a trained volunteer to administer midazolam, school officials shall immediately
32 summon local emergency medical services to the school to provide necessary monitoring of transport
33 to safeguard the health and condition of the student.

34 Trained volunteer school personnel administering anti-seizure medications under this subsection, any
35 registered nurse who provides training to administer such medications and any local board of education
36 shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in

1 the administration of such medications, if performed pursuant to the policies and guidelines developed
2 by the departments of health and education and approved by applicable regulatory or governing boards
3 or agencies.

4 Greeneville City Schools shall not assign a student with epilepsy or other seizure disorder to a school
5 other than the school for which the student is zoned or would otherwise regularly attend because the
6 student has a seizure disorder.

7 A student's parent or guardian who has given the student's school written authorization to administer
8 anti-seizure medication shall in accordance with the student's IHP, notify the school administrator or
9 school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered
10 at a time at which the student is not present in school. The student's IHP shall set forth with
11 specificity the requirements of reporting administration of medication and for the dissemination of
12 such information to volunteer school personnel trained to administer anti-seizure medication. Such
13 notification shall be given after administration of medication before or at the beginning of the next
14 school day in which the student is in attendance.

15 **TRAINING**

16 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a
17 school nurse in an emergency situation, the student's parent or guardian shall provide:

- 18 1. The school with a written authorization to administer the medication at school.
- 19 2. A written statement from the student's health care practitioner, which shall contain the
20 student's name, the name and purpose of the medication, the prescribed dosage, the route of
21 administration, the frequency that the medication may be administered and the circumstances
22 under which the medication may be administered.
- 23 3. Prior to its date of expiration, the prescribed medication to the school is its unopened, sealed
24 package with the intact label affixed by the dispensing pharmacy.

Legal References

1. TCA 49-50-1602(b)
2. TCA 49-50-1602(g)

Directors Update to the Board

Tuesday, March 28, 2023

1. Congratulations to all the First Lego Robotics teams recognized tonight for their outstanding accomplishments. I also want to thank the coaches for all their hard work and the support they provided to make this such a successful activity for students.
2. I want to congratulate our teachers and principal of the year for their leadership and the outstanding job they do. You are what makes Greeneville City Schools the special place that it is.
3. Thank you to Greeneville High School and TOPS @Greeneville for your amazing reports tonight. Lots of exciting things are going on with both schools.
4. The STEM Alliance was held on Friday, March 24, at Hal Henard Elementary School. Students were very engaged and had a great time learning about Science, Technology, Engineering, and Math. Kudos to Dr. Suzanne Bryant and the STEM Alliance team for planning, organizing, and hosting such a great event for students. Also, a special thank you to the following presenters, WSCC, TVA, GLPS, TDOT, Keep Greene Beautiful, Crenlo, Hands On Museum, Roan Mountain State Park, the Ham Radio Club, and GTC and GHS students and staff.
5. I want to recognize Melissa Babb, Business and Technology Teacher at GHS, and her students for their performance in obtaining Microsoft certifications. GHS is currently on the leaderboard for the 2023 Microsoft Office Specialist U.S. National Championship Spring Qualifier competition. GHS is currently #1 in the U.S. in Microsoft Word certifications.
6. I would like to share the following tentative budget schedule with you.
 - a. C-Team Budget Meeting – April 24
 - b. Leadership Team Budget Meeting – April 26The Board schedule is as follows, please let me know if there are any potential conflicts.
 - c. Provide Budget Information to the Board – May 2
 - d. BOE Budget Workshop – May 8
 - e. Vote on the Budget – May 15
 - f. Present Budget to the Town of Greeneville – May 23
7. Please save the dates of October 22-24 as GCS will be hosting the Eastern States Consortium (ESC) for a fall site visit. More information will be provided closer to the event. The ESC is an AASA Cohort of fourteen high performing school districts located in LA, AL, MS, MO, TN, VA, OH, MI, and IL that was formed to share best practices and benchmark against one another.
8. I am sad to announce that this evening's Board meeting will be the last for Ms. Kari Simmons. She has received an amazing offer to advance her career and will be leaving to pursue this opportunity. While I know we all are saddened to see her go, we would like

to wish her well in her next chapter. Thank you for the outstanding job you have done over these past few years. You are a special person and have a wonderful spirit and we will miss you.

Respectfully submitted by Steve Starnes