

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: April 27, 2023

Time: Following the joint meeting

Location: Greene Technology Center

- I. **Call to Order**
- II. **Recognition of Visitors**
- III. **Special Recognition** (10 minutes)
 - SCOPE Students
 - CER Teachers
- IV. **Approval of Agenda**
- V. **Consent Agenda** (5 minutes)
 - A. Consideration of Approving Minutes of March 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 Disposal of Surplus (Nutrition) Beverly Miller
 - F. Consideration of Approving Fiscal Year 2023 Federal Projects Budget Amendment #3 Ellen Lipe, CPA
- VI. **Action Items**

- A. Consideration of Accepting March Financial Statements (5 minutes) Ellen Lipe, CPA
 - B. Consideration of Approving 2022-2023 General Purpose Budget Amendment #2 (5 minutes) Ellen Lipe, CPA
 - C. Consideration of Equipment Purchase (Nutrition) (5 minutes) Beverly Miller
 - D. Consideration of Approving Tuition Free Program at Highland Elementary (5 minutes) Dr. Suzanne Bryant
- VII. **Director's Report** (5 minutes)
- VIII. **Adjournment**

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

The Greeneville City Board of Education met in Regular session on March 28, 2023, at the Professional Development Center at the Kathryn W. Leonard Administrative Office. Members **Present:** Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Chair), Josh Quillen (Treasurer), Dr. Craig Shepherd (Vice-Chair), and Asher Rogers (Student Board Representative). Others in attendance included Steve Starnes, Director of Schools; several administrative personnel; and media representatives. The Chair called the meeting to order and welcomed all in attendance. Student Representative Rogers led in the pledge of allegiance to the American flag.

BUSINESS TRANSACTED

I. Call to Order

II. Recognition of Visitors

III. Special Recognition / Presentations

- **FIRST LEGO Robotics Team (10 minutes)**
 - At the Kingsport Regional Qualifier teams from Highland Elementary (HI), Greeneville Middle School (GMS), Tusculum View Elementary (TV), and Hal Henard (HH) participated. The following teams placed and qualified for the state competition:
 - The Short Circuits, GMS: 2nd place Innovation Project
 - The Mysterious Lego Society, TV: 2nd Place Robot Performance
 - The Greeneville Block Jocks, HH & GMS: 1st Place Robot Performance Score
 - At the Cookeville State Championship teams: The Short Circuits, The Mysterious Lego Society, and The Greeneville Block Jocks participated. The results from the state championship:
 - The Mysterious Lego Society, TV:
 - 3rd Place Robot Design Award
 - Robot Performance Award
 - 2nd place Robot Game Score
 - The Greeneville Block Jocks, HH & GMS:
 - 1st Place Robot Design Award
 - Robot Performance Award
 - 1st place Robot Game Score
- **2023 Teachers and Principal of the Year (10 minutes)**

- EastView Elementary: Darci Dolen
- Hal Henard Elementary: Melvina Miller
- Highland Elementary: Ashley Long
- Tusculum View Elementary: Amy Hoese
- TOPS Greeneville: Jana Wills
- Greeneville Middle School: Sarah Chapman
- Greeneville High School: Kimber McIntyre
- Greene Technology Center: Elliott GeFellers

- District Level Teachers of the Year
 - Pre-K – 4th: Amy Hoese
 - 5th- 8th: Sarah Chapman
 - 9th – 12th: Kimber McIntyre

- Principal of the year
 - Janet Ricker, Hal Henard Elementary

- **Greeneville High School Report (10 minutes)**

DeAnna Martin, GHS Principal, and Dr. Daisy Shepherd, GHS Assistant Principal, presented the report along with GHS students.

- GHS places focus on Portrait of a Graduate.
- GHS Innovative High School Work
 - Goal: Provide invaluable learning experiences that prepare students for success after graduation.
 - Components:
 - Grant provides \$1,000,000 over the 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).
- New Courses Offered 2022-23
 - Piano
 - Social Media & Analytics
 - Theatre I & II
- Courses to consider for 2023-24 (Pending student response and 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, and Logistics Pathway
 - Intro to Entrepreneurship

- Entrepreneurship (Following Year)
 - Greenville High School has implemented an updated course catalog with AP, DE, and GTC options.
 - GHS Student Tech Crew:
 - Assisted 351 students and teachers in the Fall of 2022, and 45 so far in the Spring 2023 semester.
 - Repaired classroom computer issues and Boxlight connection issues.
 - 11 students got certified with the program in total.
 - Class of 2023 had 24 students accomplished 30+ ACT.
 - Student Leadership:
 - Students at GHS have opportunities to have their voices heard.
 - Student Council
 - Greenville Middle School tours
 - Service Learning
 - GHS News team
 - National Honor Society, Band, and JROTC
- **Tennessee Online Public School (TOPS) Report (10 minutes)**

Richard Tipton, TOPS @Greenville Principal, presented the report.

 - 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 Greenville City School Districts.
 - Information from Matt Bowser, TN Director of Virtual Schools:
 - Tennessee has 57 virtual schools spanning 41 counties.
 - Enrollment is currently 17,264 as compared to 4,037 in 2019-2020.
 - Enrollment increased over 400% from 2019-2020 to 2021-2022.
 - The number of schools increased from 17 to 57 between 2019 and 2021.
 - Most Tennessee LEAs have implemented a virtual education program.
 - TOPS 9-12 was recently named a reward school for the 5th consecutive year.
 - TOPS sets itself apart from most other virtual schools by having our teachers create and teach lessons specific to their students aligned to TN standards. Many other programs are using self-paced computer instructions for their curriculum. 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.

○ 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				

○ 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.
- **World Language Report (10 minutes)**

The World Language Committee members presented the report.

 - World Language Committee Members: Dr. Suzanne Bryant, Sheila Newland, DeAnna Martin, Dr. Daisy Shepherd, Dr. Rachel Adams, Susan Hankins, Rachel Acuff, and Holly Ward.
 - Task: Discuss the possibility of adding a credit bearing World Language course at Greeneville Middle School.
 - GMS (Rachel Adams)
 - Course Load
 - Schedule
 - Innovative Schools Grant
 - Computer Science Requirements
 - 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.
 - GHS (Holly Ward, Susan Hankins, and Rachel Acuff)
 - Class Sizes for 2022-2023
 - 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: 253 students plus 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
- MTSU
 - Placement Exam
2 years or 4 courses
Humanities
- ETSU
 - Placement Exam
2 years or 4 courses
Humanities
- TN Tech
 - Placement Exam
2 years or 4 courses
Humanities, Art, Music, Secondary Education
- Walters State
 - No world language requirement for admission or graduation.
- Pellissippi State
 - No world language requirement for admission or graduation.

IV. Approval of Agenda

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

V. Consent Agenda

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

A. Consideration of Approving Minutes of February 28, 2023, Board Meeting

Minutes of the February 28, 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 February 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:

1.100 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
- 2.403 Surplus Property
- 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

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:

- 1.108 Nepotism
- 1.200 Method of Election of Officers
- 1.201 Duties of Officers
- 2.801 Petty Cash Accounts
- 2.806 Bids and Quotations
- 3.100 Business Management Goals
- 3.200 Buildings and Grounds Management
- 3.201 Safety
- 4.100 Instructional Program
- 4.200 Curriculum Development
- 4.405 Employee-Developed Materials
- 5.500 Discrimination / Harassment of Employees
- 5.501 Complaints and Grievances
- 5.502 Complaints About School Personnel
- 5.600 Staff Rights & Responsibilities
- 5.601 Staff Conflict of Interest
- 6.400 Promoting Student Welfare
- 6.403 Student Communicable Diseases
- 6.404 Acquired Immune Deficiency Syndrome
- 6.405 Medicines

- 6.408 Supervision of Students
- 6.4001 Student Surveys, Analyses, and Evaluations
- 6.4052 Opioid Antagonist
- 6.4081 Safe Relocation of Students

E. Consideration of Approving School Trip Request

Board Policy 4.302 specifies that the Board must approve field trips that are both overnight and out-of-state. Additionally, approval is required when students must leave school early for participation in athletic events.

- Greeneville High School FIRST Robotics Competition requested to travel to Huntsville, Alabama, April 5-8, 2023.

The Board unanimously approved the trip request.

F. Consideration of Approving Disposal of Surplus (IT, Nutrition, 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 the surplus property.

VI. Action Items

A. Consideration of Accepting February Financial Statements

Chief Financial Officer Ellen Lipe presented the financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through February 2023 is \$6,642,689, which is 80.1% of the total budgeted projection. The amount collected year-to-date is \$52,846 more than during the same time period last year. This reflects an actual percentage change of 0.80% compared to last year. The district has 597 tuition students as of March 30, 2023. The Federal General-Purpose Financial Report showed that encumbrances comprise \$343,572 year-to-date. Copies of the financial statements are on file in the Chief Financial Officer's office.

It was recommended to approve the February 2023 financial statements by Starnes (Director of Schools). Board approval was unanimous on a motion from Botta (Board Member) and a second from Shepherd (Vice-Chair).

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

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

- 1.106 Code of Ethics
- 1.107 Board Member Conflict of Interest

2.804 Expenses and Reimbursements

6.200 Attendance

6.402 Physical Examinations and Immunizations

6.409 Reporting Child Abuse

6.4031 Pediculosis (Head Lice)

6.4051 Glucagon, Diazepam, Gel (Diastat), Diazepam Nasal Spray (Valtoco) and Midazolam

It was recommended to approve the revisions to the policies as presented on 1st reading by Starnes (Director of Schools). Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Botta (Board Member).

C. Consideration of Amending the Date of 2022-23 GHS Graduation

A conflict exists between the selected 2023 spring sports state championships and the 2023 GHS Graduation Ceremonies on May 26, 2023.

A concern was expressed about this conflict between the date of the 2023 GHS Graduation Ceremonies and the 2023 TSSAA Spring Fling State Championships (Baseball, Soccer, Softball, Tennis, and Track and Field) on May 26, 2023. Typically, the state championships have occurred on the 4th Friday in May dating back to at least 2015 with the tournaments beginning on Tuesday of that week. Previously, the Girls Softball team, the Baseball team, and the Soccer team State Championship games/matches have conflicted with the regularly scheduled graduation ceremonies and the students were not able to participate. In two instances, a special ceremony was held for the students who missed the regularly scheduled graduation ceremonies and in the other instance, the Soccer team won the State Championship and came into the regularly scheduled graduation ceremony late, still wearing their uniforms and carrying the State Championship trophy fresh from winning earlier that day and were able to participate.

In an effort to give all students the opportunity to potentially participate in their respective state championships and participate in the regularly scheduled 2023 Graduation Ceremony, a request has been made to move the 2023 Graduation Ceremony from May 26, 2023, at 7:00 pm to May 27, 2023, at 10:00 am.

Prior to voting, both Botta and Quillen disclosed a potential conflict of interest per policy 1.106, but stated they would vote in the best interest of Greeneville City Schools.

It was not recommended to approve amending the date of 2022-23 Greeneville High School Graduation by Starnes (Director of Schools). On a motion from

Hirschy (Board Member) and a second from Quillen (Treasurer), the approval to amend the 2022-23 GHS Graduation date was approved.

- Luttrell (Chair): *Nay*
- Shepherd (Vice-Chair): *Yea*
- Quillen (Treasurer): *Yea*
- Botta (Board Member): *Nay*
- Hirschy (Board Member): *Yea*

Motion passed.

VII. Director's Report

- Starnes congratulated:
 - The First Lego Robotics teams were recognized for their outstanding accomplishments.
 - The Greeneville City Schools teachers and principal of the year.
- Starnes thanked Greeneville High School and TOPS @Greeneville for their reports to the Board.
- The STEM Alliance was held on Friday, March 24, 2023, at Hal Henard Elementary School. Students were engaged and had a great time learning about Science, Technology, Engineering, and Math. Starnes recognized Dr. Suzanne Bryant and the STEM Alliance team for planning, organizing, and hosting such a great event for students. Also thanked 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.
- Starnes recognized 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.
- Starnes shared the following tentative budget schedule:
 - C-Team Budget Meeting: April 24, 2023
 - Leadership Team Budget Meeting: April 26, 2023
 - Board of Education:
 - Provide Budget Information to the Board: May 2, 2023
 - Budget Workshop: May 8, 2023
 - Vote on the Budget: May 15, 2023
 - Present Budget to the Town of Greeneville: May 23, 2023
- 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 which was formed to share best practices and benchmark against one another.
- Starnes announced that this is the last board meeting for the Greeneville City School Board Secretary Kari Simmons.

Adjournment

On a motion from Botta (Board Member) and a second from Hirschy (Board Member) the meeting was adjourned at approximately 6:47 p.m.

Respectfully submitted,

Cindy Luttrell, Chair

Steve Starnes, Director of Schools

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

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

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Nepotism</h2>	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

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

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

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

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

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

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

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

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, 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 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

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

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

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

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

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

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

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

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

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

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 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 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 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

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: 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 interview⁷, 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

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 law; 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: 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)

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: 1.202	Reviewed Date: 05/15/23
		Rescinds: 1.202	Adoption Date: 12/14/17

- 1 The duties of an individual board member shall be as follows:
- 2 1. To take the oath to discharge faithfully the duties of the office;¹
- 3 2. To participate in State-mandated board training;²
- 4 3. To recognize that the Board is required to comply with the Open Meetings Law³ and that the
- 5 Board only has authority to make decisions at official board meetings;
- 6 4. To understand that board members will receive information that is confidential per state or
- 7 federal law and cannot be shared;
- 8 5. To adhere to the Boardsmanship Code of Conduct; and
- 9 6. To adhere to the Greeneville City Schools Board of Education Code of Ethics.⁴

Legal References

1. TCA 49-2-202(b)
2. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11
3. TCA 8-44-102 *et seq.*
4. TCA 8-17-103

Cross References

- Role of the Board of Education 1.101
 Boardsmanship Code of Conduct 1.2021
 Code of Ethics 1.106
Board Member Conflict of Interest 1.107

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Reviewed Date: 05/15/23
		Rescinds: 1.203	Adoption Date: 12/14/17

1 It shall be the responsibility of the Director of Schools to provide to each new board member:

- 2 1. A copy of the Board's *Policy Manual*;
- 3
- 4 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and
- 5 responsibilities of the Board and the Director of Schools;
- 6
- 7 3. Minutes of the Board meetings for the previous year; and
- 8
- 9 4. Other appropriate materials which will acquaint the new member with the operation of the
- 10 school system and board service.

11 An orientation for new board members shall be conducted no later than thirty (30) days after new

12 board members take office. The Chair of the Board and the Director of Schools shall arrange and plan

13 for such an orientation.

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Reviewed Date: 05/15/23
		Rescinds: 1.204	Adoption Date: 12/14/17

1 Board members shall participate in activities designed to improve their skills as members of a policy-
2 making body. In order to accomplish this, the following shall occur:

- 3 1. An annual calendar of school board conferences, conventions and workshops shall be
4 maintained by the board secretary and provided to each board member in order to ensure
5 compliance with the requirements for professional development.¹ The Board shall identify
6 which meetings should be attended and the benefits thereof;
7
- 8 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board
9 as a whole shall retain the authority to approve or disapprove the participation of members
10 in planned activities;
11
- 12 3. Reimbursement to board members for their travel expenses shall only be made for pre-
13 approved travel;
14
- 15 4. When a conference, convention or workshop is not attended by the full Board, those
16 participating will be requested to share information, recommendations and materials
17 acquired at the meeting; and
18
- 19 5. The public shall be kept informed through the news media about the Board's continuing in-
20 service education and about the programs anticipated for short- and long-range benefits to
21 the schools.

22 The Board regards the following as the kinds of activities and services appropriate for development
23 opportunities:

- 24 1. Participation in school board conferences, workshops and conventions held by the State ~~and~~
25 ~~National School Boards Associations~~;
- 26 2. Local and district-sponsored training sessions for board members; and
27
- 28 3. Subscriptions to publications addressing the concerns of board members.
29

Legal References

1. TCA 49-2-202(a)(6)

Cross References

- Board Self-Evaluation 1.103
- Memberships 1.104
- School Board Legislative Involvement 1.105
- School District Goals 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Reviewed Date: 05/15/23
		Rescinds: 1.205	Adoption Date: 01/25/18

- 1 The Board shall be responsible for specifying its requirements and expectations of the Director of
- 2 Schools and then holding the Director of Schools accountable by evaluating how well those
- 3 requirements and expectations have been met. In turn, the Director of Schools shall be responsible for
- 4 specifying requirements and expectations for all administrators who report to him/her and then holding
- 5 each accountable by evaluating how well requirements and expectations have been met.

- 6 The Board shall approve an annual budget with major categories and line items as well as develop a
- 7 policy manual for the operations of schools. The Director of Schools shall develop forms and
- 8 procedures to comply with the approved budget and implement board policies.

Cross References

Role of the Board of Education 1.101
 Administrative Procedures 1.601
 Evaluation of the Director of Schools 5.803

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Board Committees	Descriptor Code: 1.300	Reviewed Date: 05/15/23
		Rescinds: 1.300	Issued: 09/23/99

1 The Board shall operate without standing committees, except for the executive committee; however,
2 special committees composed of board members may be appointed by the Chair at the direction of the
3 Board and as the needs of the Board shall require.¹ Special committees shall:

- 4 1. Consist of less than a quorum of board members;
- 5 2. Serve in an advisory capacity only;
- 6
- 7 3. Serve no longer than the annual organization meeting of the Board unless reappointed to
8 finish a designated task;
- 9 4. Hold Meetings in accordance with the Open Meetings law;² and
- 10
- 11 5. Make reports directly to the Board.

12 Such committees shall be discharged when the work is finished or earlier by a majority vote of the
13 entire Board.

Legal References

1. TCA 49-2-205
2. TCA 8-44-101 *et seq.*

Cross References

Duties of Officers 1.201
School Board Meetings 1.400
Public Hearings 1.401

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Reviewed Date: 05/15/23
		Rescinds: 1.301	Adoption Date: 02/26/19

1 The Chair of the Board and the Director of Schools shall constitute the executive committee of the
 2 Board,¹ with the Chair of the Board serving as the Chair of the executive committee.² The duties shall
 3 be:¹

- 4 1. To prepare an agenda for each meeting of the Board;
- 5
- 6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
 7 submitted to the Board for its approval;³
- 8
- 9 3. To meet at the office of the Director of Schools as often as necessary to perform the duties
 10 required;
- 11
- 12 4. To advertise for bids and let contracts authorized by the Board;
- 13
- 14 5. To serve as the purchasing agent for the Board;
- 15
- 16 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
 17 exceeded;
- 18
- 19 7. To submit for approval at each regular meeting of the board a full report of all business
 20 transacted since the last regular meeting; and
- 21
- 22 8. To transact any other business assigned to the committee by the Board.

Legal References

1. TCA 49-2-206
2. TCA 49-2-205(3)
3. TCA 49-2-203(a)(9)(A)(i)

Cross References

- Duties of Officers 1.201
- Agendas 1.403
- Annual Operating Budget 2.200
- Purchasing 2.805
- Credit Cards 2.8051
- Bids and Quotations 2.806
- Payment Procedures 2.810
- Director of Schools' Duties 5.802

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: School Attorney	Descriptor Code: 1.302	Reviewed Date: 05/15/23
		Rescinds: 1.302	Adoption Date: 02/26/19

- 1 The Board shall employ legal counsel to represent the Board in legal matters which arise concerning
- 2 the school system.¹

Legal References

1. TCA 49-2-203(b)(5)

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Consultants	Descriptor Code: 1.303	Reviewed Date: 05/15/23
		Rescinds: 1.303	Adoption Date: 02/26/19

- 1 The Board may engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will
- 4 detail:
 - 5 1. The specific objectives to be accomplished by the consultant;
 - 6
 - 7 2. The specific tasks to be performed;
 - 8
 - 9 3. The procedures to be used in carrying out the tasks;
 - 10
 - 11 4. The target dates for the completion of tasks; and
 - 12
 - 13 5. The method to be used to report results to the Board and/or to deliver any product to the Board.
- 14 The Director of Schools will establish procedures necessary to develop an efficient working
- 15 relationship between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Estimating Facility Costs 3.209

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Reviewed Date: 05/15/23
		Rescinds: 1.400	Adoption Date: 03/19/19

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.²

5 The Board may restrict the recording of board meetings via camera, camcorder or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.³

8 **REGULAR MEETINGS**

9

10 Regular meetings of the Board shall be held on the fourth Tuesday of each month. The Board will
11 continue to hold joint meetings on the fourth Thursday of the month (quarterly).

12

13 Regular meetings may be rescheduled by the Chair if necessary due to holidays or other calendar
14 constraints.

15 **SPECIAL MEETINGS**

16

17 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
18 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
19 require it, or when requested to do so by a majority of the Board.⁴

20

21 Only business related to the call of the meeting and details related to agenda items shall be discussed
22 or transacted by the Board at a special meeting.

23 **ELECTRONIC ATTENDANCE⁵**

24

25 Absent board members may attend a regular or special meeting by electronic means if the member is
26 absent because of work, a family emergency, or the member's military service. If a board member is
27 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
28 However, a board member may not participate electronically more than two (2) times per year for
29 absences due to work and/or family emergencies.

30

31 *General Requirements*

32

33 The following requirements apply to all electronic attendance, regardless of the reason for the member's
34 absence:

- 1 1. A quorum of the Board must be physically present at the meeting in order for any member to
- 2 attend electronically.
- 3 2. Any member wishing to participate electronically must do so using technology which allows
- 4 the Chair to visually identify the member.
- 5 3. The responsibility for the connection lies with the member wishing to participate electronically.
- 6 No more than three (3) attempts to connect shall be made unless the Board chooses to make
- 7 additional attempts.
- 8

9 *Work-Related Absence*

10 The following requirements apply to electronic attendance due to a work-related absence:

- 11 1. The board member must be absent from the county due to work.
- 12
- 13 2. The member wishing to participate must give the Chair and Director of Schools at least five (5)
- 14 days' notice prior to the meeting of the member's desire to participate electronically.
- 15

16 *Family Emergency*

17 The following requirements apply to electronic attendance due to a family emergency:

- 18 1. The member must be absent due to the hospitalization of the member or the death or
- 19 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law,
- 20 daughter-in-law, grandchild, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
- 21 or sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

- School Board Legal Status and Authority 1.100
- Board Committees 1.300
- Notification of Meetings 1.402
- Appearances Before the Board 1.404
- Section 504 and ADA Grievance Procedures 1.802

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Public Hearings	Descriptor Code: 1.401	Revision Date: 05/15/23
		Rescinds: 1.401	Adoption Date: 03/19/19

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee shall be
3 entitled to a hearing, upon written request;¹
- 4 2. When a parent/guardian contests the school assignment of his/her child;² and/or
- 5 3. When the Board deems it to be in the public interest.

6 Any individual(s) requesting a hearing before the Board will make such request in writing stating the
7 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific
8 reasons for requesting the transfer. All requests for hearings must be received by the Board or Director
9 of Schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(EE)(i); TCA 49-5-512
2. TCA 49-6-3201

Cross References

Board Committees 1.300
Appeals To and Appearances Before the Board 1.404
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Reviewed Date: 05/15/23
		Rescinds: 1.402	Adoption Date: 09/22/15

- 1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
- 2 schedule for the entire school year. This schedule shall be posted in the central office, each school, on
- 3 the school system's website and sent to the president of the local education association.²

- 4 In the event of a special board meeting, notice shall be provided at least forty-eight (48) hours prior to
- 5 the meeting and shall be posted in the same locations and in the same manner as regular board
- 6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.

- 7 The only exception permitted is in the case of an emergency, defined for this policy as a sudden,
- 8 generally unexpected occurrence or set of circumstances demanding immediate action. In such
- 9 exceptions, notice shall be given to all appropriate parties as is practical.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Cross References

School Board Meetings 1.400

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Agendas	Descriptor Code: 1.403	Revision Date: 05/15/23
		Rescinds: 1.403	Adoption Date: 09/23/99

1 The Board Chair and Director of Schools shall be responsible for developing an agenda for each board
2 meeting. Any board member may place items on the agenda for discussion. The particular order may
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to board members at least three (3) days prior to the
6 scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution
7 when it is distributed to the board members. At the beginning of each meeting, the Board shall, by a
8 majority vote, approve the agenda for the meeting which may involve the addition or deletion of items
9 previously included on the agenda. The Board, however, shall not revise board policies or adopt new
10 ones unless such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the Director of Schools' office ten
13 (10) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda
14 shall forward any background information to the Director of Schools' office so that the material will be
15 included in the delivery to the board members prior to the meeting.

16 **CONSENT AGENDA**

17 While developing the agenda, the Chair and Director of Schools shall identify routine or non-
18 controversial items to be placed on the consent agenda which shall become a part of the regular
19 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to
20 the regular agenda as an action item requiring discussion. The remaining consent items shall be
21 adopted in a single vote without discussion.

22 **TIMED AGENDA**

23 The executive committee shall assign a sufficient amount of time for each item on the agenda.

24 **ANNUAL AGENDA**

25 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
26 by-month actions required by law and those required to carry out the Board's annual goals. In addition,
27 the annual agenda shall designate dates to review designated sections of the board policy manual and
28 to evaluate progress of programs for student achievement.

Cross References

Duties of Officers 1.201

Executive Committee 1.301

Appeals to and Appearances Before the Board 1.404

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Reviewed Date: 05/15/23
		Rescinds: 2.404	Adoption Date: 03/20/14

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot, or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.

7 REPORTING AND RECORDS

8 The Director of Schools or ~~his/her~~ designee shall annually post a list of organizations that are recognized
9 as school support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 PROCEDURES

13 The Director of Schools or his/her designee shall create procedures to oversee the relationship between
14 the Board and any school support organization. These procedures shall include, at a minimum, the
15 following:

16 1. Any agreement between the Board and a school support organization shall be in writing and
17 signed by the Director of Schools or ~~his/her~~ designee and an authorized agent of the school
18 support organization seeking authorization. This agreement shall contain, at a minimum, the
19 following provisions:

20 a. An agreement to abide by any policies and procedures regarding school support
21 organizations; and,

22 b. An agreement to indemnify the Board, the Director of Schools and all other agents of the
23 local education agency for the actions of the school support organization.

24 2. Prior to entering into any agreement, a school support organization shall submit the following to
25 the Director of Schools or his/her designee:²

26 a. Documentation confirming the school support organization's status as a nonprofit
27 organization, foundation, or a chartered member of a nonprofit organization or
28 foundation;

- 1 b. A written statement of the goals and objectives of the group or organization;
- 2 c. The **Principal primary** contact's telephone and address, as well as the telephone number,
3 address, and position of each officer of the group or organization; and,
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials, property,
6 securities, services, or other things of value collected or disbursed by it.
- 7 3. The Director of Schools shall designate a date prior to the beginning of the regular school year
8 for the school support organization to submit a form to the Director or **his/her** designee which
9 verifies the information previously provided by the school support organization is correct or, if
10 the information is no longer correct, that date shall be the deadline for any corrections.³
- 11 4. The school support organization shall abide by all applicable Federal, State and local laws,
12 ordinances and regulations in its activities.
- 13 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
14 documentation of its recognition as a nonprofit organization.
- 15 6. The school support organization shall maintain financial records for a period of at least four (4)
16 years.
- 17 7. The school support organization shall operate within the applicable standards and guidelines set
18 by a related state association, if applicable, and shall not promote, encourage or acquiesce in any
19 violation of student or team eligibility requirements, conduct codes, or sportsmanship standards.
- 20 8. The school support organization's officers shall ensure that school support organization funds
21 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
22 organization.
- 23 9. The school support organization shall obtain the approval of the Director of Schools or **his/her**
24 designee before undertaking any fundraising activity. The Director or **his/her** designee shall
25 consider, at a minimum, the following when approving or denying a request by a school support
26 organization to engage in a fundraising activity:⁴
 - 27 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
28 the school district or an individual school within that district; and
 - 29 b. Whether the fundraising activity is consistent with the goals and mission of the school or
30 school district.
- 31 10. The school support organization shall provide access to all books, records, and bank account
32 information for the school support organization to **the Director of Schools, Chief Financial**
33 **Officer, officials of the local school Board**, local school Principal, or auditors of the Office of the
34 Comptroller of the Treasury upon request.

1 11. A school representative cannot act as a treasurer or bookkeeper for a school support organization
 2 or be a signatory on the checks for a school support organization. A majority of the voting
 3 members of any school support organization board should not be composed of school
 4 representatives.⁵

5 The Director of Schools or his/her designee may enact procedures to suspend or revoke the authorization
 6 of any school support organization for a failure to abide by the policies and procedures regarding school
 7 support organizations.

8 OPERATION OF A SCHOOL BOOKSTORE

9 The Principal of a school may enter into an agreement with a recognized school support organization for
 10 the operation of a bookstore located on school grounds, which makes direct sales to students and ~~staff~~
 11 ~~members faculty~~, pursuant to procedures promulgated by the Director of Schools. These procedures shall
 12 provide, at a minimum, the following:

- 13 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
 14 of the school; and
- 15 2. The school support organization provides the school with the relevant collection documentation
 16 ~~that would have been required~~ pursuant to ~~the provisions of~~ state law.⁶

17 The Director of Schools or ~~his/her~~ designee may provide such other procedures and forms as he or she
 18 deems necessary.

19 CONCESSIONS AND PARKING

20 The Principal of a school may agree to allow an authorized school support organization to operate and
 21 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
 22 event on school property without the prior approval of the Director of Schools or ~~his/her~~ designee. Any
 23 money payable to the school pursuant to the agreement with the Principal will be considered school
 24 support ~~group organization~~ funds and not student activity funds if the school support organization
 25 provides the school with the relevant collection documentation required by the student activity funds
 26 manual produced by the State.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110

Cross References

- Student Activity Funds Management 2.900
 Fundraising Activities 2.601

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Reviewed Date: 05/15/23
		Rescinds: 2.808	Adoption Date: 09/25/18

1 *General*

2 All purchases of one hundred dollars (\$100.00) or more made by the District, including student activity
3 funds, shall be by purchase order ~~or formal contract~~, and no purchase of one hundred dollars (\$100.00)
4 or more shall be made nor payment approved unless covered by an approved purchase order.

5 Purchase orders will include the following essentials:

- 6 1. A specification which adequately describes to the supplier the characteristics and the quality
7 standards of the item required;
- 8 2. A firm, quoted, net delivered price, whenever possible; and
- 9 3. Approval of Principal at the school level; Chief Financial Officer and Department Head at the
10 District level.

11 Contracts shall be made only with responsible suppliers with the following considerations:

- 12 1. The supplier has the potential ability to perform successfully under the terms and conditions of a
13 proposed procurement;
- 14 2. A system for contract administration shall be maintained to assure supplier conformance with
15 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
16 and timely follow-up of all purchases;
- 17 3. Contracts shall contain such provisions or conditions which will allow for administrative,
18 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
19 provide for such sanctions and penalties as may be appropriate; and
- 20 4. All contracts, including those of individual schools, will meet all requirements of state and federal
21 laws, ~~rules, and regulations.~~⁺

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(3)

Cross References

Consultants 1.303
Purchasing 2.805
Requisitions 2.807
Credit Cards 2.8051
Conflict of Interest 5.601

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Reviewed Date: 05/15/23
		Rescinds: 2.900	Adoption Date: 05/21/18

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
5 specific control of the Principal. Contracts with fundraising agencies must comply with Board policy
6 and be approved in writing by the Director of Schools or designee.

7 Principals and/or sponsors who knowingly authorize/allow unapproved fundraising activities shall be
8 subject to disciplinary action.¹

9 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
10 and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform*
11 *Accounting Policy Manual*.²

12 Revenue raised for specific purposes must be expended for that purpose unless otherwise authorized in
13 writing by both the activity group sponsor and the Principal.³

14 An annual audit of the account and records of all student activity funds shall be conducted as a part of
15 the audit of all other District funds.⁴

16 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
17 when a class graduates or an activity is discontinued.

18 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations,
19 or other support organizations are not subject to this policy unless such funds are in sole custody of the
20 school.⁵ Such organizations shall comply with the provisions of state law.⁶

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Revenues 2.400
School Support Organizations 2.404
Deposit of Funds 2.500
Fundraising Activities 2.601
Accounting System 2.700
Audits 2.703
Gifts 6.710

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Revision Date: 05/15/23
		Rescinds: 4.400	Issued: 05/17/21

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 One of the objectives of the total curriculum is to reduce stereotyping and to eliminate bias on the basis
7 of race, color, religion, sex, national origin, and disability. Instructional materials shall reflect the cultural
8 and racial diversity which is present in the United States as well as the variety of careers, roles, and
9 lifestyles open to women and men.

10 **SELECTION²**

11 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
12 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
13 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
14 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

15 The Director of Schools shall establish a procedure for providing citizens of the community with an
16 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
17 including public notice of the time and location at which textbooks and instructional materials may be
18 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
19 textbooks and instructional materials on the school district's website and send a copy of the list to the
20 Commissioner of Education.²

21 **DISTRIBUTION**

22 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
23 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

24 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

25 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
26 school year, upon completion of the course, or upon withdrawal from a course or school.
27 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
28 instructional materials received and used by their children. The Director of Schools shall be responsible
29 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
30 instructional materials.

1 REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³

2 A list of textbooks and instructional materials shall be revised annually by principals under the direction
3 of the Director of Schools.

4 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
5 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
6 and graded by their child's teacher.

7 The Director of Schools shall develop procedures for the inspection of materials and distribute these
8 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Revenues 2.400
Surplus Property- 2.403
[Reconsideration of Instructional Materials and Textbooks
Library Materials](#)
— 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">School Volunteers</h2>	Descriptor Code: 4.501	Reviewed Date: 05/15/23
		Rescinds: 4.501	Adoption Date: 09/23/99

- 1 All volunteers must be approved by the principal and shall serve under the supervision and direction of
- 2 the professional personnel of the school to which they are assigned. Volunteers shall assist professional
- 3 personnel. They may not teach, but they may reinforce skills taught by the professional staff.

- 4 The principal or designee shall identify appropriate tasks for volunteers and shall be responsible for
- 5 planning and conducting orientation programs and regular in-service training sessions.

- 6 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
- 7 in the performance of their duties.¹

- 8 The principal shall ensure that appropriate recognition of volunteer services is made annually.

- 9 The Director of Schools shall develop procedures to require the appropriate background checks for
- 10 volunteers.²

Legal References

1. TCA 29-20-310(e)
2. TCA-49-5-413(g)

Cross References

Visitors to the Schools 1.501
 Safety 3.201
 Background Investigations 5.119

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Reviewed Date: 05/15/23
		Rescinds: 4.606	Adoption Date: 04/26/18

1 Students who have met graduation requirements¹ on the day of graduation, are expected, but not required,
2 to participate in graduation activities. If extenuating circumstances exist, the matter shall be presented
3 to the Board prior to graduation activities.

4 Students who complete their work at the end of three (3) years following entrance in ninth (9th) grade
5 or three (3) years in addition to summer sessions may receive a high school diploma in the formal
6 graduation exercises at the end of the third year.

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

10 Graduation apparel shall be determined by the administration of each school and shall be the personal
11 expense of each student. Any fees required for graduation shall be waived for students who are eligible
12 to receive free or reduced-price lunches, and in such cases, the school shall assume responsibility for
13 payment of fees.²

14 Graduation shall be physically accessible to all students, their parent(s)/guardian(s), and other interested
15 citizens.³

16 There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature by
17 the Board or its employees, and no school funds, including paid staff time, will be used for such
18 activities.⁴

19 Graduation activities organized by District employees shall not be religious in nature.⁴ The content of
20 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the
21 school, employees, or Board.

22 The Director of Schools or designee shall develop procedures to ensure that students are recognized at
23 graduation for the following achievements:⁵

- 24 • Honors;
- 25 • State Honors;
- 26 • State Distinction;
- 27 • District Distinction;
- 28 • Tri-Star Scholar;
- 29 • Students receiving a TN Seal of Biliteracy;

- 1 • Students voluntarily completing at least ten (10) hours of community service each semester the
- 2 student is in attendance at a public high school;
- 3 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 4 • Students graduating with a district-developed work ethic distinction.

Legal References

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

Cross References

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Religious Content of Courses	Descriptor Code: 4.804	Reviewed Date: 05/15/23
		Rescinds: 4.804	Adoption Date: 08/23/16

1 Educational content which consists of religious themes shall be presented in a factual, objective, and
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs,
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;¹
- 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,
 9 foster, or demean any particular religion, religious tenets, or beliefs;¹ and
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated.

Legal References

1. TCA 49-6-1005(a)

Cross References

- Staff Rights & Responsibilities 5.600

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Time Schedules and Extra Duty	Descriptor Code: 5.602	Revision Date: 05/15/23
		Rescinds: 5.602	Adoption Date: 08/25/11

1 *Professional Personnel*

2 **DAILY SCHEDULES**

3 Teachers shall be on duty at least seven and one-half (7 1/2) clock hours each day, including a duty-free
4 lunch period and additional time as the administrative organization requires.¹ Additional time is
5 interpreted to include faculty meetings, in-service programs, committee meetings, general meetings,
6 conferences, school-sponsored activities, and other extra duties before and after school.

7 **EXTRA DUTIES**

8 Extra duties shall be fairly distributed among the staff.

9 At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one
10 (1) teacher must remain after the close of the school day until all buses depart.

11 **PLANNING TIME**

12 Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to
13 provide time for planning, preparation for effective teaching and attention to major program
14 improvement.²

15 **LEAVING CLASSROOM**

16 Teachers shall not be called from their classroom or work area while students are under their immediate
17 supervision for any purpose other than an emergency concerning the teacher's immediate family,
18 property, or for purposes as deemed by the principal.

19 **NON-CERTIFIED PERSONNEL**

20 The school system shall comply with the Fair Labor Standards Act (FLSA) Wage and Hour Regulations
21 as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each
22 employee. No employee shall be at the job location unless so directed by the immediate supervisor.

23 **WORK WEEK DEFINED**

24 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
25 secretaries, bus drivers, cafeteria, janitorial, and maintenance personnel, will conform to federal and state

1 regulations. The Director of Schools will ensure that job positions are classified as exempt or non-exempt
2 and that employees are made aware of such classifications. Supervisors will make every effort to avoid
3 circumstances which will require non-exempt employees to work more than forty (40) hours each week.
4 For purposes of compliance with the Fair Labor Standards Act, the workweek for school district
5 employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.
6

7 **WORK SCHEDULES**

8 Supervisors shall prepare a daily work schedule for both school and non-school months. The daily
9 schedule includes the time to begin work, lunch time and ending time.

10 Each employee is required to work according to ~~his/her~~ **their** schedule unless there is an emergency.
11 When an emergency arises, the immediate supervisor shall be notified as soon as possible.

12 All authorized overtime or time-on-the-job-location not within the scheduled time must be approved
13 by the immediate supervisor before the overtime occurs.⁴

14 **TIME RECORDS REQUIRED**

15 Each employee covered by the FLSA Wage and Hour Law shall keep a time record of *actual hours*
16 *worked* in the system's designated time keeping program.

17 **LUNCH PERIODS AND BREAKS**

18 All hourly employees working six (6) or more consecutive hours a day are covered by the Tennessee
19 Wage Regulation Act and shall have at least a thirty (30) minute lunch period (paid or unpaid). Under
20 the FLSA Wage and Hour Law, all hourly employees shall be allowed two (2) fifteen-minute breaks
21 with pay. During a scheduled lunch period, the employee shall be relieved of all duties of any nature.

22 **EMPLOYEE ACKNOWLEDGMENT**

23 All content of this policy shall be included in the annual employee handbook. Employees are required
24 to acknowledge receipt of the handbook on an annual basis and at the time of hire either electronically
25 or in hard copy (if requested).

26 **ATTENDANCE EXPECTATIONS**

27 All employees are expected to be present during all work hours. Absence without prior approval,
28 chronic absences, habitual tardiness, or abuses of designated working hours are all considered neglect
29 of duty and will result in disciplinary action up to and including dismissal.

Legal References

1. TRR/MS 0520-01-02-.31(5)
2. TRR/MS 0520-01-02-.31(6); TCA 49-1-302(e)(2)
3. 29 CFR 553.20—23
4. 29 CFR § 541.100—101, 200, 204, 300, 303

Cross References

School Day 1.801
Curriculum Development 4.200
Reporting Student Progress 4.601
In-Service and Professional Learning Opportunities 5.113

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Overtime Pay	Descriptor Code: 5.604	Reviewed Date: 05/15/23
		Rescinds: 5.604	Adoption Date: 04/25/19

1 The Board expects that employees will work in excess of standard hours when requested. When work
2 in excess of standard hours is required, non-exempt employees will be compensated for the
3 unscheduled hours worked.¹

4 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When a non-
5 exempt employee is requested to work over regularly scheduled hours, the following shall apply:

6 *Unscheduled Hours*

- 7 1. Hours worked over the scheduled hours must be approved by the immediate supervisor prior
8 to work being performed.
- 9 2. Principals or supervisors shall make every effort to adjust daily schedules when possible
10 to prevent non-exempt employees from working over their regularly scheduled hours (flex-time).

11 *Compensatory Time and Overtime Pay*

- 12 1. All supervisory personnel must monitor overtime on a weekly basis.
- 13 2. In lieu of overtime compensation, non-exempt employees may receive compensatory time of a rate
14 of not less than one and one-half (1.5) hours for one (1) hour of overtime worked, if such
15 compensatory time is (1) pursuant to an agreement between the employer and employee
16 reached before overtime work is performed and (2) is authorized by the immediate supervisor.
17 Non-exempt employees whose workweek is more than thirty-five (35) hours, but less than forty
18 (40) hours may be paid at either the regular rate of pay for time worked up to forty (40) hours or
19 earn “other compensatory time” at a straight time rate. Such employees shall be provided overtime
20 pay or compensatory time as provided if working more than forty (40) hours in a workweek.
- 21 3. Employees will be allowed to use compensatory time within a reasonable period after requesting
22 such use if the requested use of the compensatory time does not unduly disrupt the operation of the
23 school division. Employees may accrue a maximum of 240 compensatory time hours before they
24 will be provided overtime pay at a rate earned by the employee at the time the employee receives
25 such payment. In addition, upon leaving the school division, an employee must be paid for any
26 unused compensatory time. The supervisor must approve compensatory time off.
- 27 4. If it is determined by the immediate supervisor that compensatory time cannot be granted within
28 the forty (40) hour pay period or without severe disruption of the operation of the facility,
29 overtime may be authorized. Time and one-half (1 ½) shall be paid for all hours physically worked
30 in excess of forty (40) in a week.
- 31 5. Overtime pay shall be paid for all hours worked over forty (40) hours per week.
- 32 6. All payment for overtime shall be processed through the payroll office.

1 *Payroll Provisions*

- 2 1. An authorization for overtime payment must be submitted by the immediate supervisor.
3 2. Payment for overtime will be included in the paycheck for the period immediately following the
4 one in which it was earned.

5 *Discipline*

- 6 1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be
7 expected to report to work as scheduled.
8 2. Failure to report shall subject an employee to disciplinary procedures as specified for any other
9 non-appearance for a regularly scheduled work time.
10 3. Employees shall be released from mandatory overtime, without fear of discipline, when they
11 can provide a reasonable excuse such as the following:
12 a. Personal family emergency;
13 b. Personal or family health maintenance;
14 c. Important family function; weddings, etc.

15 If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof
16 will rest with the employee.

Legal References

1. 29 CFR § 541.100-101, 200, 204, 300, 303

Cross References

Time Schedules & Extra Duty 5.602

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Reviewed Date: 05/15/23
		Rescinds: 5.605	Adoption Date: 03/21/02

1 **GIFTS**

2 Employees shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees of the school system will refrain from giving gifts to staff members who exercise
4 administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of
5 money for group gifts is discouraged except in special circumstances such as bereavement, serious
6 illness, or for mementos at retirement.

7 Employees of the school system are prohibited from accepting things of material value from individuals,
8 companies or organizations doing business with the school system. Exceptions to this policy are the
9 acceptance of minor items which are generally distributed to all by the companies through public
10 relations programs.

11 **SOLICITATIONS**

12 No organization may solicit funds from employees within the schools. Flyers or other materials related
13 to fundraisers shall not be distributed through the schools without the written approval of the Director of
14 Schools.

15 Employees of the school system will not be made responsible for the collection of any money or the
16 distribution of any fundraiser materials within the schools unless such activity has the Director of
17 School's written approval.

Cross References

Advertising and Distribution of Materials in Schools
1.806

Gifts and Bequests 2.401

Fundraising Activities 2.601

Vendor Relations 2.809

Staff Conflicts of Interest 5.601

Ethics 5.611

Student Gifts 6.710

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Political Activities	Descriptor Code: 5.606	Reviewed Date: 05/15/23
		Rescinds: 5.606	Adoption Date: 03/22/01

1 Employees have a right to express their views on any issue, but must in each case, make clear that the
2 view expressed is not the official view of the Board or school system.

3 Employees may, on their own time, campaign for or against any candidate or referendum but are
4 prohibited from using system owned property to engage in political activity. System owned property
5 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic
6 equipment, and email accounts. Employees shall not use audio or video messages to engage in any
7 political promotion or solicitation during school hours.¹

Legal References

1. TCA 49-6-2009

Cross References

Board-Community Relations 1.500
Advertising and Distribution of Materials in Schools
1.806

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Revision Date: 05/15/23
		Rescinds: 5.607	Adoption Date: 06/28/01

1 PROFESSIONAL PERSONNEL

2 A given professional position may require additional hours during evenings or other times when
3 offices may be closed. Outside employment is regarded as employment for compensation which is not
4 within the duties and responsibilities of the employee's regular position with the school system.

5 An employee will not perform any duties related to an outside job during ~~his/her~~ **their** regular working
6 hours or during the additional time that the responsibilities of the position require, nor will an
7 employee use any district facilities, equipment, or materials in performing outside work, without prior
8 Director approval. This includes the Board's computer systems and networks and any configuration of
9 hardware and software. The systems and networks include all of the computer hardware, operating
10 system software, stored text and data files. This includes but is not limited to, electronic mail, local
11 databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art,
12 digital images, digitized information, communications technologies, and new technologies as they
13 become available. The Board reserves the right to have all technology resource activity monitored.

14 The Board's technology resources will be used only for learning, teaching, and administrative purposes
15 consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly
16 prohibited.

17 When the periods of work are such that certain evenings, days, or vacation periods are duty-free, the
18 employee may use such off-duty time for the purposes of compensation or academic work, provided all
19 the following conditions are met:¹

- 20 1. The work in no way interferes with the degree of effectiveness of ~~his/her~~ **their** work in the
21 school system;
- 22 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 23 24 3. Such outside obligations do not prevent the individual from assuming duties required by the
25 regular position; and
- 26 27 4. The individual does not receive compensation for work which is customarily within his/her
28 regular position.
29

1 **NON-CERTIFIED PERSONNEL**

2 Non-Certified personnel shall not be prohibited from holding employment outside the school system so
3 long as such employment does not interfere with regular and overtime scheduled duties for the school
4 system.

Legal References

1. TCA 49-5-410

Cross References

Tutoring for Pay 5.608

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Reviewed Date: 05/15/23
		Rescinds: 5.608	Adoption Date: 09/23/99

- 1 Any teacher may enter into an agreement with parent(s)/guardian(s) for tutoring children for a fee, but
- 2 this practice must be limited to those children whom the teacher is currently not exercising teaching,
- 3 administrative, or supervisory responsibility.¹

- 4 School facilities may not be used for private profit.²

Legal References

1. TCA 49-5-1003(b)(11)
2. TCA 49-2-405(a)

Cross Reference

Community Use of School Facilities 3.206
Non-School Employment 5.607

Greeneville City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Contact Information	Descriptor Code: 6.410	Revision Date: 05/15/23
		Rescinds: 6.410	Adoption Date: 09/23/99

1 Parent(s)/guardian(s) of all students shall provide the schools with emergency contact information which
2 shall contain the following information:

- 3 1. Location and phone numbers of parent(s)/guardian(s) during the school day; and
- 4
- 5 2. Information concerning a student's particular physical disability or medical condition.

6 The information shall be required annually and shall be kept on file in the principal's office.

7 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to
8 render first aid or ensure that it is rendered. In the event of serious injury or illness to a student, the
9 parent(s)/guardian(s) shall be notified as whether to pick up the student at school or meet the student at
10 the hospital. If the parent(s)/guardian(s) cannot be reached, the student shall be transported to the hospital
11 emergency room. Efforts to notify the parent(s)/guardian(s) shall continue until they are reached.

12 Principals shall inform the Director of Schools or designee immediately of any serious injuries suffered
13 by students while under the jurisdiction of the school.

14 Parent(s)/guardian(s) who object to the guidelines contained in this policy shall submit to the Principal
15 a written emergency plan for ~~his/her~~ their approval.

16 The Director of Schools or designee shall develop procedures to implement this policy.

Cross References

Student Discrimination, Harassment,
Bullying, Cyberbullying, and Intimidation
6.304

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Reviewed Date: 05/15/23
		Rescinds: 6.411	Adoption Date: 01/24/19

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

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

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

- 19 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations
20 as to physical activity and nutrition policies;
- 21 2. Ensuring all schools within the district create and implement an action plan related to all
22 School Health Index modules;
- 23 3. Ensuring that the results of the action plan are annually reported to the council; and
24
- 25 4. Ensuring that school level results include measures of progress on each indicator of the School
26 Health Index.
27
28

29 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
30 as guidance by the council to make recommendations. The Board will consider recommendations of
31 the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 community members, and administrators.² The Team will hold Healthy School Team meetings during
3 the school year to assess needs and oversee planning and implementation of school health efforts. The
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy
6 goals. The assessment will be made available to the public.

7 **COMMITMENT TO NUTRITION**

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

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

18
19 Bringing fast food in for students to eat during the school day is prohibited.

20 **DISTRICT GOALS**

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

29 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

30 The Board recognizes that physical activity is extremely important to the overall health of a child.
31 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
32 of the school program.

33 Physical education classes shall be offered as part of a standards based program designed to provide
34 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
35 physical education classes shall comply with the State Board of Education's Physical Education
36 Standards. In addition to the school district's physical education program, non-structured physical
37 activity periods shall be offered as required by state law.

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

1 **COMMITMENT TO CURRICULUM³**

2 All applicable courses of study shall be based on State-approved curriculum standards.

3 **SCHOOL HEALTH INDEX³**

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

7 **RECORD KEEPING COMPLIANCE**

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

Legal References

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Reviewed Date: 05/15/23
		Rescinds: 6.412	Adoption Date: 06/28/07

1 The Director of Schools/designee shall develop and maintain an emergency allergy response plan that
 2 meets state guidelines for managing students with life-threatening allergies. The plan shall include
 3 measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the
 4 plan shall include, but are not limited to; education and training of personnel, record
 5 keeping/documentation, development and reviews of the allergy action plan, and protocols for
 6 classrooms and cafeterias that include strategies to reduce exposure to allergens.¹

7 Using the state food allergy guidelines plan as a guide, the Director of Schools/designee shall also
 8 develop a process to identify all students with food allergies and develop and implement an
 9 individualized health care plan (IHCP) with an allergy action plan for each specific student.²

Legal References

1. TCA 49-50-1602(f)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*
(Tennessee Department of Education and Tennessee Department of Health, 2019, pg. 45)

Cross References

Medicines 6.405

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Prevention and Treatment of Sports Related Concussions	Descriptor Code: 6.413	Reviewed Date: 05/15/23
		Rescinds: 6.413	Adoption Date: 01/26/17

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In
2 order to ensure the safety of students that participate in interscholastic athletics, it is imperative that
3 student athletes, coaches, and parent(s)/guardian(s) are educated about the nature and treatment of
4 sports related concussions. The Board recognizes that concussions can be a serious health issue and
5 should be treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the
7 Tennessee Department of Health to inform and educate coaches, school administrators, student
8 athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of concussions and head
9 injuries. These guidelines and materials may be viewed on the Department of Health's website and
10 shall be made available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING¹**

17 The Director of Schools/designee shall ensure that each school's athletic director and coaches,
18 employed or volunteer, annually complete the *Concussion in Sports – What You Need to Know* online
19 course. This course may be accessed online at www.nfhslearn.com.

20 Prior to the annual initiation of practice or competition, the following persons ~~shall~~ **must** review and
21 sign a concussion and head injury information sheet approved by the Tennessee Department of
22 Health: the Director of Schools, licensed healthcare professionals (if appointed), each school athletic
23 director, and each coach, employed or volunteer.

24 In addition, prior to the annual initiation of practice or competition, all student athletes and their
25 parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the
26 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
27 student athlete; if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s)/
28 guardian(s); ~~if the for~~ **if the for** athletes is younger than eighteen (18) years of age.

1 All documentation of the completion of a concussion recognition and head injury safety education
2 course program and signed concussion and head injury information sheets shall be maintained by the
3 Director of Schools/designee for a period of three (3) years.

4 **Removal from Athletics**¹²

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during
6 an athletic activity or competition shall be immediately removed for evaluation by a licensed
7 healthcare professional, if available, and if not, by the coach or other designated individuals.

8 No student athlete who has been removed from an athletic activity or competition due to a concussion
9 or suspected concussion shall be allowed to return to any supervised team activities involving physical
10 exertion, including games, competitions, or practices, until the student athlete has been evaluated by
11 and received written clearance on forms approved by the Department of Health from a licensed health
12 care provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical
13 doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion
14 training, or a physician's assistant (P.A.) with concussion training who is a member of a health care
15 team supervised by a Tennessee licensed medical doctor or osteopathic physician.²³

16 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
17 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
18 observed.

19 The Director of Schools/designee shall ensure that all protocols approved by the Tennessee
20 Department of Health or required by **state** law relative to the provisions of this policy are followed and
21 implemented within each school.

Legal References

1. TCA 68-55-502(b)(1)(B)
2. TCA 68-55-502(b)(1)(F)
3. TCA 68-55-501

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Prevention and Treatment of Sudden Cardiac Arrest	Descriptor Code: 6.414	Revision Date: 05/15/23
		Rescinds: 6.414	Adoption Date: 01/28/16

1 Sudden cardiac arrest (~~SCA~~) is a condition in which the heartbeat stops abruptly and unexpectedly,
2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of
3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and
4 parent(s)/guardian(s) are educated about the nature and treatment of sudden cardiac arrest. The Board
5 recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the
7 Tennessee Department of Health to inform and educate coaches, school administrators, student
8 athletes, and parent(s)/guardian(s) of the nature, risk, and symptoms of sudden cardiac arrest. These
9 guidelines and materials may be viewed on the Department of Health's website and shall be made
10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING¹**

17 The Director of Schools/designee shall ensure that each school's athletic director and coaches,
18 employed or volunteer, annually complete the National Federation of State High School Association's
19 *Elective Course – Sudden Cardiac Arrest* online course. This course may be accessed online at
20 www.nfhslearn.com.

21 Prior to the annual initiation of practice or competition, the following persons ~~shall~~ **must** review and
22 sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each
23 school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or
24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their
26 parent(s)/guardian(s) shall review the sudden cardiac arrest information sheet approved by the
27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
28 student athlete; if the athlete is eighteen (18) years of age or older; or by the student athlete's
29 parent(s)/guardian(s), ~~for~~ **if the athlete is** younger than eighteen (18) years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program and signed
2 sudden cardiac arrest information sheets shall be maintained by the Director of Schools/ ~~or his/her~~
3 designee for a period of three (3) years.

4 **Removal from Athletics¹**

5 Any student athlete who shows signs, symptoms, and/or behaviors consistent with sudden cardiac
6 arrest during or after an athletic activity or competition shall be immediately removed for evaluation
7 by a licensed healthcare professional, if available, and if not, by a coach or other designated
8 individuals. Signs, symptoms, and/or behaviors include, but are not limited to~~;~~, passing out~~;~~, fainting~~;~~,
9 unexplained shortness of breath~~;~~, chest pains~~;~~, dizziness~~;~~, racing heart rate~~;~~, and extreme fatigue.

10 Student athletes who have been removed from an athletic activity or competition shall not return to any
11 supervised team activities involving physical exertion, including games, competitions, or practices,
12 until the student athlete has been evaluated by and received written clearance on forms approved by the
13 Department of Health from a licensed health care provider for a full or graduated return.

Legal References

1. TCA 68-6-101 *et seq.*

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Reviewed Date: 05/15/23
		Rescinds: 6.415	Issued: 08/23/16

1 The Board is committed to protecting the health and well-being of all students and understands that
2 physical, behavioral, and emotional health are integral components of student achievement. Students
3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students
4 shall be provided information regarding the National Suicide Prevention Lifeline – 1-800-273-8255
5 (TALK).

6 **PREVENTION¹**

7 All district employees shall attend either the annual in-service training in suicide prevention or
8 participate in other equivalent training approved by the Director of Schools. The training shall include,
9 but not be limited to, identification of risk factors, warning signs, intervention and response
10 procedures, referrals, and postvention.

11 The Director of Schools shall identify a district suicide prevention coordinator responsible for planning
12 and coordinating the implementation of this policy. Each Principal shall designate a school suicide
13 prevention coordinator to act as a point of contact in each school for issues relating to suicide
14 prevention and policy implementation.

15 **INTERVENTION¹**

16 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such
17 belief to the Principal/~~or~~ designee. Belief that a student is at imminent risk of suicide shall include, but
18 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a
19 student self-refers.

20 Upon notification, the Principal/~~or~~ designee shall ensure the student is placed under adult supervision.
21 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The
22 Principal/~~or~~ designee shall contact the Director of Schools/~~or~~ designee as soon as practicable.

23 Prior to contacting the student's parent/guardian, the Director of School/~~or~~ designee shall determine if
24 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian
25 notification could result in further risk of harm or endanger the health or well-being of the student, then
26 local law enforcement and the Department of Children's Services shall be contacted.²

1 If appropriate, the Director of Schools/designee shall contact the student's parent/guardian and provide
2 the following information:

- 3 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of
4 suicide;
- 5
6 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
7 emergency medical services were contacted;
- 8
9 3. Ask the parent/guardian whether ~~he/she is~~ **they are** aware of the student's mental state;
- 10
11 4. Ask the parent/guardian whether ~~he/she~~ **they** wishes to obtain or ~~has~~ **have** obtained mental
12 health counseling for the student; and
- 13
14 5. Provide the names of community mental health counseling resources, if appropriate.

15 The Director of Schools/~~or~~ designee shall seek parental permission to communicate with outside
16 mental health care providers regarding a student. If the student is under the age of **eighteen (18)** and
17 the parent/guardian refuses to seek appropriate assistance, the Director of Schools/designee shall
18 contact the Department of Children's Services.²

19 The Director of Schools/~~or~~ designee shall document the contact with the parent/guardian by recording:

- 20 1. ~~The~~ **Time** and date of the contact;
- 21
22 2. ~~The~~ **Individual** contacted;
- 23
24 3. ~~The~~ **Parent/guardian's** response; and
- 25
26 4. Anticipated follow-up.

27 The Director of Schools/~~or~~ designee shall ensure the student is under adult supervision until a
28 parent/guardian or other authorized individual accepts responsibility for the student's safety.

29 Prior to a student returning to school, the Director of Schools/~~or~~ designee and/or Principal shall meet
30 with the student's parent/guardian and student, if appropriate. The parent/guardian shall provide
31 documentation from a mental health care provider stating that the student has received care. The
32 Principal shall identify an employee to periodically check in with the student to ensure the student's
33 safety and address any problems with re-entry.

34 **POSTVENTION¹**

35 Immediately following a student suicide death, the Crisis Team shall meet and implement the ~~C~~**risis**
36 ~~M~~**management P**lan**. At a minimum, the ~~C~~**risis M**management P**lan** shall address the following:******

- 37 1. Verification of death;
- 38

- 1 2. Preparation of postvention response to include support services;
 - 2
 - 3 3. Informing faculty and staff of a student death;
 - 4
 - 5 4. Informing students that a death has occurred; and
 - 6
 - 7 5. Providing information on the resources available to students.
- 8 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
9 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
10 shall immediately review suicide warning signs and reporting requirements. The Director of Schools/
11 ~~or~~ designee shall be responsible for all media inquiries.

Legal References

1. TCA 49-6-1901 *et seq.*
2. TCA 37-1-403

Cross References

Board-Media Relations 1.502
Crisis Management 3.203
In-Service and Professional Learning Opportunities 5.113
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

School Nutrition Disposal Request

Request to dispose of 2 cold serving lines at Greeneville High School:

- Serv-o-lift Model# PCF-6RAF Serial# 03/02-213203-2
- Serv-o-lift Model #PCF-6RAF Serial #03/02-213203-4

New replacements arrived on Monday, November 29th.

Greeneville City Schools
Federal Projects Budget Amendment #3
Fiscal Year 2022-2023
Presented April 2023

Account Subfund #	Description	Federal Projects Budget 2022-2023	Amendment	Amended Federal Projects Budget 2022-2023
10	Consolidated Administration	\$ 109,580		\$ 109,580
100	Title I	\$ 658,832		\$ 658,832
150	Title I Neglected	\$ 80,444		\$ 80,444
200	Title II Part A	\$ 123,351		\$ 123,351
300	Title III**	\$ 53,010	\$ 156	\$ 53,166
400	Title IV	\$ 53,761	\$ (780)	\$ 52,981
430	21st Century Learning	\$ 346,686		\$ 346,686
600	Title V	\$ 89,846		\$ 89,846
900	IDEA	\$ 888,572		\$ 888,572
910	IDEA, Preschool	\$ 13,343		\$ 13,343
935	*ESSER 2.0	\$ 578,890		\$ 578,890
936	*ESSER 3.0	\$ 2,953,947		\$ 2,953,947
937	*Fiscal Premonitoring Supports Grant	\$ 37,467		\$ 37,467
941	*Epidemiology & Laboratory Capacity Grant	\$ 475,651	\$ 143,476	\$ 619,127
942	*Resilient School Communities Grant	\$ 163,062		\$ 163,062
952	*Governors Civics Grant	\$ 544		\$ 544
701	*ARP Homeless	\$ 20,965		\$ 20,965
TBD	*Math Implementation Support Grant	\$ 71,250		\$ 71,250
909	*ARP IDEA	\$ 119,890		\$ 119,890
951	Literacy Stipend Grant	\$ 33,000		\$ 33,000
	Total Revenue	\$ 6,872,091	\$ 142,852	\$ 7,014,943
10	Consolidated Administration	\$ 109,580		\$ 109,580
100	Title I	\$ 658,832		\$ 658,832
150	Title I Neglected	\$ 80,444		\$ 80,444
200	Title II Part A	\$ 123,351		\$ 123,351
300	Title III**	\$ 53,010	\$ 156	\$ 53,166
400	Title IV	\$ 53,761	\$ (780)	\$ 52,981
430	21st Century Learning	\$ 346,686		\$ 346,686
600	Title V	\$ 89,846		\$ 89,846
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910	DEA, Preschool	\$ 13,343		\$ 13,343
935	*ESSER 2.0	\$ 578,890		\$ 578,890
936	*ESSER 3.0	\$ 2,953,947		\$ 2,953,947
937	*Fiscal Premonitoring Supports Grant	\$ 37,467		\$ 37,467
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952	*Governors Civics Grant	\$ 544		\$ 544
701	*ARP Homeless	\$ 20,965		\$ 20,965
TBD	*Math Implementation Support Grant	\$ 71,250		\$ 71,250
909	*ARP IDEA	\$ 119,890		\$ 119,890
951	Literacy Stipend Grant	\$ 33,000		\$ 33,000
	Total Expenses	\$ 6,872,091	\$ 142,852	\$ 7,014,943

To Budget Updated Federal Grant Allocations - Fiscal Year 2023
*Indicates CARES Act Funding
**Includes Title III Consortium Member Allocations

Greeneville City Schools

General Purpose Financial Report

For the Month of March 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	\$ 1,691,127.93	\$ 6,190,248.05	8,098,424.00	76.4%
41000	Marriage Licenses	\$ 27.85	\$ 669.25	1,090.00	61.4%
43511	Tuition	\$ 39,530.39	\$ 576,648.07	671,925.00	85.8%
43570	Receipts from Individual Schools	\$ 7,240.47	\$ 95,530.27	115,100.00	83.0%
44000	Other Local Revenue	\$ 8,573.78	\$ 183,683.37	230,261.00	79.8%
46000	State Education Funds	\$ 1,590,985.15	\$ 13,366,140.56	16,912,905.00	79.0%
47100	Federal Through State Grants	\$ -	\$ 43,785.00	50,000.00	87.6%
47600	Direct Federal Funds (ROTC)	\$ 5,692.96	\$ 38,414.06	53,565.00	71.7%
49000	Operating Transfers & Insurance Recovery	\$ -	\$ 2,959,029.50	6,060,396.00	48.8%
	Total Revenues	\$ 3,343,178.53	\$ 23,454,148.13	\$ 32,732,411.00	71.7%
<u>EXPENDITURES</u>					
		MTD	YTD		
71100	Regular Instruction	\$ 1,224,580.03	\$ 10,570,741.17	\$ 15,754,156.00	67.1%
71150	Alternative Instruction	10,555.47	72,561.03	121,298.00	59.8%
71200	Special Education	163,046.69	1,302,689.16	2,061,366.00	63.2%
71300	Vocational Education	14,604.24	118,074.90	181,407.00	65.1%
71400	Student Body	-	120.00	1,900.00	6.3%
72110	Attendance	6,721.24	55,211.25	82,552.00	66.9%
72120	Health Services	32,621.67	294,154.09	407,376.00	72.2%
72130	Other Student Support	95,536.34	804,914.45	1,288,797.00	62.5%
72210	Regular Instruction Support	123,776.98	1,020,644.35	1,478,720.00	69.0%
72220	Special Education Support	33,051.87	240,083.94	314,495.00	76.3%
72230	Vocational Education Support	-	-	2,400.00	0.0%
72250	Technology	79,817.80	659,555.66	1,028,529.00	64.1%
72310	Board of Education	52,800.23	733,612.43	880,759.00	83.3%
72320	Office of Director	28,496.30	292,399.46	391,935.00	74.6%
72410	Office of Principal	140,761.07	1,238,836.19	1,684,911.00	73.5%
72510	Fiscal Services	26,950.32	254,266.32	341,883.00	74.4%
72520	Human Resources	22,738.86	226,002.69	315,098.00	71.7%
72610	Operation of Plant	172,115.18	1,635,591.31	2,124,201.00	77.0%
72620	Maintenance of Plant	49,691.86	794,094.63	991,155.00	80.1%
72710	Transportation	70,945.29	757,986.35	1,173,015.00	64.6%
73100	School Nutrition	-	5,820.74	-	N/A
73300	Community Services	703.40	20,666.55	15,000.00	137.8%
73400	Early Childhood Education	44,595.32	371,407.99	557,495.00	66.6%
76100	Capital Outlay	9,941.56	38,225.56	742,353.00	5.1%
81300	Education Debt Service	-	-	328,700.00	0.0%
99100	Operating Transfers	38,584.60	265,158.40	462,910.00	57.3%
	Total Expenditures	\$ 2,442,636.32	\$ 21,772,818.62	\$ 32,732,411.00	66.5%
	Net Revenue (Expense)	\$ 900,542.21	\$ 1,681,329.51		

Explanation of Footnotes

(1) Tuition Count as of 4/12/23 is 592 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 \$1,430,567

Greeneville City Schools Federal Projects Financial Report For the Month of March 2023

<u>REVENUE</u>	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
Consolidated Administration	\$ -	\$ 52,015.55	\$ 109,580.00	47.5%
Title I-A	\$ -	\$ 271,649.40	658,832.00	41.2%
Title I-A Neglected	\$ -	\$ 32,902.16	80,444.00	40.9%
Title II-A	\$ -	\$ 35,339.80	123,351.00	28.6%
Title III	\$ -	\$ 5,221.27	53,010.00	9.8%
Title IV	\$ -	\$ 17,523.25	53,761.00	32.6%
21st Century Learning	\$ 129,529.88	\$ 129,529.88	346,686.00	37.4%
Title V	\$ -	\$ 44,690.38	89,846.00	49.7%
IDEA Part B	\$ -	\$ 294,947.03	888,572.00	33.2%
IDEA Pre-School	\$ -	\$ 4,376.95	13,343.00	32.8%
ESSER 2.0**	\$ 132,154.84	\$ 321,471.63	578,890.00	55.5%
ESSER 3.0**	\$ 162,989.38	\$ 538,813.47	2,953,947.00	18.2%
Fiscal Pre-Monitoring Supports Grant**	\$ -	\$ -	37,467.00	0.0%
Epidemiology & Laboratory Capacity Grant**	\$ -	\$ 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	20,965.00	24.2%
Math Implementation Supports Grant**	\$ -	\$ -	71,250.00	0.0%
ARP Idea**	\$ -	\$ 35,707.71	119,890.00	29.8%
Literacy Training Stipend Grant	\$ -	\$ 33,000.00	33,000.00	100.0%
Total Revenues	\$ 424,674.10	\$ 2,073,160.86	\$ 6,872,091.00	30.2%

<u>EXPENDITURES</u>	MTD	YTD	Total Budget	YTD % of Total Budget
Consolidated Administration	\$ 9,531.96	\$ 78,520.29	\$ 109,580.00	71.7%
Title I-A	46,375.54	373,153.07	658,832.00	56.6%
Title I-A Neglected	6,697.13	54,017.40	80,444.00	67.1%
Title II-A	6,364.07	54,432.01	123,351.00	44.1%
Title III	1,769.68	10,878.60	53,010.00	20.5%
Title IV	3,408.33	27,193.72	53,761.00	50.6%
21st Century Grant	29,056.26	158,833.48	346,686.00	45.8%
Title V	4,309.48	59,698.78	89,846.00	66.4%
ARP Homeless**	413.67	8,060.95	20,965.00	38.4%
IDEA Part B	61,043.95	472,576.85	888,572.00	53.2%
IDEA Pre-School	1,407.02	8,597.99	13,343.00	64.4%
ESSER 2.0 **	39,732.97	360,954.97	578,890.00	62.4%
ESSER 3.0 **	77,277.59	616,091.06	2,953,947.00	20.9%
Fiscal Pre-Monitoring Supports Grant**	-	-	37,467.00	0.0%
Epidemiology & Laboratory Capacity **	16,798.51	311,045.79	475,651.00	65.4%
Resiliant School Communities Grant**	8,944.61	32,746.41	163,062.00	20.1%
Governors Civics Grant**	-	-	544.00	0.0%
Math Implementation Supports Grant**	5,500.00	5,500.00	71,250.00	7.7%
ARP IDEA **	5,908.35	46,193.40	119,890.00	38.5%
Literacy Training Stipend Grant	-	38,202.90	33,000.00	115.8%
Total Expenditures	\$ 324,539.12	\$ 2,716,697.67	\$ 6,872,091.00	39.5%
Net Revenue (Expense)	\$ 100,134.98	\$ (643,536.81)	\$ -	

*Encumbrances Total \$475,597

** Reflects CARES Act Funding Grants

This sheet has been updated as of April 12, 2023, with information through March 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	\$ 202,317.96	\$ 125,938.84	\$ 17,959.00	\$ 18,463.97	\$ 3,628.64	\$ 3,190.94	\$ 7,001.09	\$ 6,261.48	\$ -	\$ -	\$ 12,112.55	\$ 11,478.99	\$ -	\$ 57.86
April														
May														
ADA Adj.														
June														
Totals	\$ 3,348,488.61	\$ 3,021,933.59	\$ 91,147.89	\$ 82,607.40	\$ 39,592.31	\$ 24,255.07	\$ 41,310.95	\$ 28,054.05	\$ -	\$ -	\$ 103,164.17	\$ 108,071.97	\$ 2,927.36	\$ 3,497.51
Commission	\$ 66,969.77	\$ 60,438.67	\$ 1,822.96	\$ 1,652.15	\$ 395.92	\$ 242.55	\$ 826.22	\$ 561.08	\$ -	\$ -	\$ 1,031.64	\$ 1,080.72	\$ 29.27	\$ 34.98
Total Net	\$ 3,281,518.84	\$ 2,961,494.92	\$ 89,324.93	\$ 80,955.25	\$ 39,196.39	\$ 24,012.52	\$ 40,484.73	\$ 27,492.97	\$ -	\$ -	\$ 102,132.53	\$ 106,991.25	\$ 2,898.09	\$ 3,462.53
Difference		\$ (326,555.02)		\$ (8,540.49)		\$ (15,337.24)		\$ (13,256.90)		\$ -		\$ 4,907.80		\$ 570.15

	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	5.4%	5.4%
August	\$ 367,431.34	\$ 432,580.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85.36	\$ 90.13	\$ 399,246.27	\$ 428,596.66	5.6%	5.2%
September	\$ 371,486.88	\$ 496,616.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97.22	\$ 82.83	\$ 402,354.66	\$ 522,748.17	5.6%	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	10.2%	9.3%
November	\$ 427,773.87	\$ 420,689.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192.07	\$ 121.80	\$ 752,459.63	\$ 697,329.56	10.5%	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	16.8%	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	11.6%	9.7%
February	\$ 444,723.39	\$ 499,814.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 37.94	\$ 43.85	\$ 1,877,567.79	\$ 1,804,011.38	26.1%	21.8%
March	\$ 334,417.34	\$ 400,259.71	\$ 18,000.43	\$ 24,654.60	\$ -	\$ -	\$ -	\$ -	\$ 66.39	\$ 51.16	\$ 595,503.40	\$ 590,357.55	8.3%	7.1%
April											\$ -	\$ -	0.0%	0.0%
May											\$ -	\$ -	0.0%	0.0%
ADA Adj.											\$ -	\$ -	0.0%	0.0%
June											\$ -	\$ -	0.0%	0.0%
Totals	\$ 3,513,702.50	\$ 3,912,445.97	\$ 18,000.43	\$ 24,654.60	\$ 26,007.50	\$ 26,609.60	\$ 66.20	\$ 132.40	\$ 938.99	\$ 784.41	\$ 7,185,346.91	\$ 7,233,046.57		
Commission	\$ 35,137.03	\$ 39,124.46	\$ 180.00	\$ 246.55	\$ 260.08	\$ 266.10	\$ 0.66	\$ 1.32	\$ 9.39	\$ 7.84	\$ 106,662.94	\$ 103,656.42		
Total Net	\$ 3,478,565.48	\$ 3,873,321.51	\$ 17,820.43	\$ 24,408.05	\$ 25,747.43	\$ 26,343.50	\$ 65.54	\$ 131.08	\$ 929.60	\$ 776.57	\$ 7,078,683.97	\$ 7,129,390.15		
Difference		\$ 398,743.47		\$ 6,654.17		\$ 602.10		\$ 66.20		\$ (154.58)		\$ 47,699.66		

Total budgeted projection for 2022 - 2023 is \$ 8,291,395 The year-to-date collection of \$ 7,233,047 is 87.2% of the total budgeted projection.
The amount collected year-to-date is \$ 47,700 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 March 31, 2023

<u>LOCAL REVENUE</u>	2021-2022	2022-2023	Variance	Actual % Change
Property Tax	\$ 3,348,488.61	\$ 3,021,933.59	\$ (326,555.02)	-9.75%
Property Tax - Prior Year	91,147.89	82,607.40	\$ (8,540.49)	-9.37%
Clerk & Master	39,592.31	24,255.07	\$ (15,337.24)	-38.74%
Interest & Penalty	41,310.95	28,054.05	\$ (13,256.90)	-32.09%
Pick-Up Taxes	-	-	\$ -	0.00%
In Lieu Of - Local Utility	103,164.17	108,071.97	\$ 4,907.80	4.76%
In Lieu Of - Other	2,927.36	3,497.51	\$ 570.15	19.48%
Sales Tax	3,513,702.50	3,912,445.97	\$ 398,743.47	11.35%
Bank Excise Tax	18,000.43	24,654.60	\$ 6,654.17	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	938.99	784.41	\$ (154.58)	-16.46%
Totals	\$ 7,185,346.91	\$ 7,233,046.57	\$ 47,699.66	0.66%

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	1,609,900.00	1,699,600.00	89,700.00
April			
May			
June			
Totals	\$ 12,879,200.00	\$ 13,996,915.00	\$ 1,117,715.00

Greeneville City Schools
General Purpose Budget Amendment #2
For the 2022 - 2023 Fiscal Year
Presented: April 2023

Account #	Description	General Purpose Budget 2022 - 2023	Amendment	Amended General Purpose Budget 2022 - 2023	
34565	Restricted for Support Services	-	3,143	3,143	(9)
34590	Restricted for Other Purposes	-	17,650	17,650	(2),(10)
34760	Assigned for Instruction	182,225		182,225	
34765	Assigned for Support Services	2,292		2,292	
34785	Assigned for Capital Projects	242,353		242,353	
34790	Assigned for Other Purposes	111,875		111,875	
40000	Local Taxes	8,098,424		8,098,424	
41000	Licenses & Permits	1,090		1,090	
43000	Charges for Current Services (Education)	787,025		787,025	
44000	Other Local Revenue	230,261	(49,164)	181,097	(3),(4),(5),(6),(7),(8),(9),(11),(12)
46000	State Education Funds & Other State Revenues	16,912,905	217,000	17,129,905	(1)
47100	Federal Through State	50,000		50,000	
47600	Direct Federal Revenue (ROTC)	53,565		53,565	
49000	City Appropriation, Indirect Cost & Insurance Recovery	6,060,396	1,075	6,061,471	(7)
	Total Revenue & Equity	\$ 32,732,411	\$ 189,704	\$ 32,922,115	
71100	Regular Instruction	15,754,156	155,234	15,909,390	(1),(3),(5),(6),(12)
71150	Alternative Instruction Program	121,298		121,298	
71200	Special Education Program	2,061,366		2,061,366	
71300	Vocational Education Program	181,407		181,407	
71400	Student Body Education Program	1,900		1,900	
72110	Attendance	82,552		82,552	
72120	Health Services	407,376		407,376	
72130	Other Student Support	1,288,797		1,288,797	
72210	Regular Instruction - Support	1,478,720	16,298	1,495,018	(2),(6)
72220	Special Education Program - Support	314,495		314,495	
72230	Vocational Education Program - Support	2,400		2,400	
72250	Technology	1,028,529		1,028,529	
72310	Board of Education	880,759		880,759	
72320	Office of the Superintendent	391,935		391,935	
72410	Office of Principal	1,684,911		1,684,911	
72510	Fiscal Services	341,883		341,883	
72520	Human Resources	315,098		315,098	
72610	Operation of Plant	2,124,201	472	2,124,673	(6),(11)
72620	Maintenance of Plant	991,155	3,048	994,203	(6),(7),(11)
72710	Transportation	1,173,015	4,000	1,177,015	(4)
73300	Community Services	15,000	10,652	25,652	(8),(10)
73400	Early Childhood Education	557,495		557,495	
76100	Capital Outlay	742,353		742,353	
81300	Education Debt Service	328,700		328,700	
99100	Operating Transfers	462,910		462,910	
	Total Expenses	\$ 32,732,411	\$ 189,704	\$ 32,922,115	

This Amendment Accomplishes the Following Objectives:

- (1) Budgets Estimated BEP Growth Funding of \$217,000
- (2) Budgets \$15,591 from PDC Reserve for new PDC Office Chairs
- (3) Parent Payments for LEGO Trip: \$3,470
- (4) Public Entity Partners Grants for Transportation Software: \$4,000
- (5) CMTA Boxlight Panel Reimbursement: \$3,500
- (6) Miscellaneous Refunds: \$2,939
- (7) GHS Awning Repair Reimbursement- Delivery Driver Damage: \$1,075
- (8) Family Resource Center Donations: \$5,450
- (9) Family Resource Center Reserves Spent: \$3,143
- (10) Joseph and Mary Project Reserve Expenditures: \$2,059
- (11) Sale of Supplies and Materials: \$727
- (12) To Remove NIET Math Implementation Grant from General Purpose: \$69,250



Sourcewell Contract #063022-SES

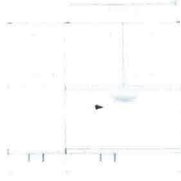
02/15/2023

Project:	From:
Greenville City- Hal Henard	Strategic Equipment, LLC
SOURCEWELL	Heidi Keller
	3011 Industrial Parkway
	East
	Knoxville, TN 37921
	(865)545-5222 (contact)
	(865)522-4448 (Fax)

Job Reference Number: 64335

Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market; manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. **As such, quotes will remain in effect for 10 days.** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, CONVEYOR TYPE	\$73,150.01	\$73,150.01
		 <p>Conveyor Dishwasher, single tank with a Power Scrapper, (202) racks/hour, insulated hinged doors, .62 gallons/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF Pot & Pan mode, programmable de-lime notification, power scrapper vent cowl curtain kit, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office</p>		
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	Electric tank heat 15kW		
	1 ea	30kW electric booster		
	1 ea	480v/60/3-ph		
	1 ea	Single Point (1) service connection standard (Field convertible options available)		
	1 ea	Standard height		
	1 ea	Right to left operation		
	1 ea	Standard feet		
	1 ea	Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)		
	1 ea	Drain water tempering kit for CLEN models		
	1 ea	Installation of DWT kit only (NET)		
	2 ea	E-series vent hood domestic (adjustable)		
	3 ea	Rack, 6 sheet pan		
	1 ea	Table limit switch CLE-Series		
	1 ea	Remove old dishwasher and discard Install new Hobart dishwasher, make all final connections water power and drain. Misc. plumbing and electrical		
		Extra discount per Mike Phillips		
			ITEM TOTAL:	\$73,150.01

Total

\$73,150.01

This Quote shall be subject to TriMark's Terms of Sale <https://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf> , which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Any tax or similar fees shown in this Quote are an estimate only.

Florida Refrigeration License # CAC1821900

Austin	Beaumont	Houston	Lewisville
TACLB52729R	TACLA35912C	TACLA108388C	TACLB16860C

Regulated by the Texas Department of Licensing and Regulation, P.O. BOX 12157,
Austin, Texas, 1-800-803-9202. www.tdlr.texas.gov

I understand, agree to and accept the above terms and conditions.



Sourcewell Contract #063022-SES

04/12/2023

Project:	From:
Greeneville City- HS Fryer	Strategic Equipment, LLC
Greeneville HS	Heidi Keller
210 Tusculum Blvd	3011 Industrial Parkway
Greeneville, TN 37745	East
	Knoxville, TN 37921
	(865)545-5222 (contact)
	(865)522-4448 (Fax)

Job Reference Number: 70049

Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market; manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. **As such, quotes will remain in effect for 10 days.** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description	Sell	Sell Total
1	1 ea	GAS FRYER, BATTERY Model No. 2TR45DF PowerFry3™ Fryer, gas, high efficiency, 31" W, (2) battery, 45-50 lb. capacity per vat, solid state digital control with melt cycles, ThreePass™ heat transfer system, electronic ignition, KleenScreen PLUS® filtration system, twin baskets, stainless steel cabinet & fry tank, adjustable casters (2 swivel locking & 2 non-locking), 140,000 BTU, CSA, NSF, ENERGY STAR®	\$41,847.00	\$41,847.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	10 year limited tank warranty, standard		
	1 ea	K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation		
	1 ea	Natural gas (specify elevation if over 10,000 ft. contact factory)		
	1 ea	120v/60/1-ph, 1/3 hp, 6.0 amps, NEMA 5-15P, for filter, standard		
	2 ea	Double basket lift, for all 45 lb gas fryers with (D) or (C) controls (add DBL suffix) priced per fryer tank, adds 6.75" depth to the unit		
	1 ea	FRYMATE VX15 Frymate™ Holding Station, free standing or add-on unit, 15-1/2" wide, 30-1/8" depth, stainless steel cabinet base, stainless steel top drain section with removable grease collector, set of 4 casters (2 locking), connecting strip & hardware included, (for 35-65 lb capacity gas or electric fryers)		
	2 ea	COVER-TANK Stainless steel tank cover/work surface top, for all 35 & 45 lb. gas fryers & Frymate VX15		
	1 ea	FOOD-WARMER ThermoGlo™ Food Warmer, 120v, for all Frymate™ models		
	1 ea	11/4QDH 4FT 1-1/4" dia. x 4' flex hose & quick disconnect with restraining device		
	1 ea	DUSIP Deliver, uncrate, set in place and make ready for final connections by others		
			ITEM TOTAL:	\$41,847.00
			Total	\$41,847.00



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Any tax or similar fees shown in this Quote are an estimate only.

Florida Refrigeration License # CAC1821900

Austin	Beaumont	Houston	Lewisville
TACLB52729R	TACLA35912C	TACLA108388C	TACLB16860C

Regulated by the Texas Department of Licensing and Regulation, P.O. BOX 12157,
Austin, Texas, 1-800-803-9202. www.tdlr.texas.gov

I understand, agree to and accept the above terms and conditions.

TriMark Sourcewell Contract #063022-SES

Foodservice Equipment, Supplies and Design

04/21/2023

Strategic Equipment, LLC
 dba TriMark Strategic
 dba TriMark Foodcraft
 dba ISI Commercial Refrigeration

Project:
Greenville City- Refrigeration
SOURCEWELL

From:
Strategic Equipment, LLC
Heidi Keller
3011 Industrial Parkway East
Knoxville, TN 37921
(865)545-5222 (contact)
(865)522-4448 (Fax)

Job Reference Number: 68557

Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market; manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. ***As such, quotes will remain in effect for 10 days.*** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description	Sell	Sell Total
2	1 ea	NEW REFRIGERATION SYSTEM Remove and dispose of all old refrigeration system components. **Supply and install all new refrigeration systems with steel racks for condensers. Connect to properly supplied utilities to within 8-10 feet with proper fuse protection. **NOTE: the current electrical is not adequate for new systems. The school must provide new, properly sized disconnects at each new condenser area	\$33,268.35	\$33,268.35
ITEM TOTAL:				\$33,268.35
Total				\$33,268.35

This Quote shall be subject to TriMark's Terms of Sale <https://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf>, which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Any tax or similar fees shown in this Quote are an estimate only.

Florida Refrigeration License # CAC1821900

Austin	Beaumont	Houston	Lewisville
TACLB52729R	TACLA35912C	TACLA108388C	TACLB16860C

Regulated by the Texas Department of Licensing and Regulation, P.O. BOX 12157, Austin, Texas, 1-800-803-9202. www.tdlr.texas.gov

I understand, agree to and accept the above terms and conditions.

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Revision Date: 04/27/23
		Rescinds: 6.204	Adoption Date: 06/22/17

1 Students residing outside the boundaries of the school system may attend schools within the school
2 system under the following conditions:¹

3 1. The Greeneville City Schools welcome tuition students and their families who are serious about
4 their education and who wish to apply themselves in a positive manner. Any pupil seeking first-
5 time admission as a tuition student must, if enrolled at a school during the previous year, be
6 eligible to re-enroll at that school without restriction should they meet the criteria for admission.
7 The criteria for admission to the Greeneville City Schools are: (a) space must be available, (b)
8 appropriate programs must be available, (c) the student must have a good attendance, behavior
9 and discipline record, and (d) the student must have a satisfactory academic record. Students
10 expelled from other school systems will not be admitted to the Greeneville City Schools.

11 The custodial parent/guardian of each tuition student in the district will receive an annual letter
12 advising them of the current tuition status and reenrollment eligibility for each tuition student on
13 or before April 15th of each school year. Conditions evaluated and considered in preparation for
14 the release of the letters will include (but not be limited to) attendance, academics, behavior, and
15 disciplinary records. The district reserves the right to continue to monitor the student's progress
16 throughout the remainder of the school year. The final determination could change after the April
17 15th letter is sent to the parents/guardians. Should it be determined that a student will not be
18 allowed to return as a tuition student the following year this shall be communicated to the family
19 on/before June 15th.

20 2. Tuition fees will be established annually by the Board. Separate fee levels will be set for Greene
21 County residents, for students who reside outside Greene County, and for students who reside
22 out-of-state. Tuition for out-of-state students shall be charged at the same rate as the average cost
23 per student (state and local funds) in the district attended.²

24 3. The tuition fee shall be paid using one of the options below:

- 25 a. A portion of the fee equal to a minimum of one-half (1/2) of the total annual fee shall be
26 paid to the Central Office of the Greeneville City School System prior to the admission
27 of each student. An additional one-fourth (1/4) of the annual fee must be paid prior to
28 the end of the first semester of the school year. The remaining one-fourth (1/4) of the fee
29 must be paid two weeks prior to the last day of school.
- 30 b. Payments made by automatic bank withdrawal in ten (10) equal monthly installments,
31 August through May, on the 15th of each month.

- 1 c. Employees may choose to authorize the payroll department of the Greeneville City
2 Schools to deduct the full amount of tuition from their payroll check in ten (10) equal
3 monthly installments September through June.
- 4 4. Tuition registration for kindergarten will take place each year in the spring at a designated
5 location. A public announcement will be made each year regarding the date for kindergarten
6 tuition registration.³
- 7 5. For the purpose of this policy, "residing outside the corporate limits of Greeneville" refers to
8 the legal residence of a pupil. A pupil can have only one legal residence, and that legal
9 residence will be deemed to be the parent(s), legal custodian (court appointed or approved), or
10 legal guardian (court appointed or approved). The legal residence of a pupil cannot be changed
11 to a location other than that of the pupil's custodial parent(s), legal custodian or legal guardian
12 without a court order from a court of competent jurisdiction changing the custody or
13 guardianship of that pupil.
- 14 The legal residence of the pupil's custodial parent(s), legal custodian or legal guardian is the
15 location where the custodial parent, legal custodian, legal guardian continuously lives with the
16 intention of remaining. For the purposes of this policy, determination of such legal residence
17 shall be made on a case-by-case basis, using in part the criteria used to determine domicile
18 under Tennessee law. Such determination shall be made by the Chief Student Services Officer
19 after granting the custodial parent(s), legal custodian, or legal guardian opportunity to be heard,
20 and such determination shall be subject to review by the Director of Schools.
- 21 6. The priority order in which tuition (and K-5 out-of-zone) students will be considered for
22 admittance is as follows:
- 23 **FIRST:** Out-of-zone students who were enrolled the previous year
24 **SECOND:** Tuition students who were enrolled the previous year.
25 **THIRD:** Siblings of currently enrolled out-of-zone students
26 **FOURTH:** Siblings of currently enrolled tuition students
27 **FIFTH:** New out-of-zone students
28 **SIXTH:** New tuition students
- 29 If an employee of this school district has a residence outside the school district, their children
30 may attend a school within Greeneville City Schools. The child's parent/guardian must comply
31 with all tuition requirements. Preference will be given to the children of system employees due
32 mainly to the convenience of having them and their children on the same schedule.⁴
- 33 Should overcrowding occur after the opening of school, caused by in-zone children, students
34 will be transferred out of the school in the reverse order based on date of admission.
- 35 7. Tuition students who become residents of the school system will be refunded any unused
36 portion of the tuition on a pro-rata basis.
- 37 8. When payment is not made on all or any part of the required tuition for a previous year, the
38 student(s) shall be excluded from future attendance until all prior and current tuition is paid.

- 1 9. Students residing outside the corporate limits of the Town of Greeneville and who attend
2 Greenville City Schools will be eligible for transportation to a city school only under the
3 following circumstances:
- 4 a. Students may be loaded or unloaded at a point on a regularly established route of a city
5 school bus within the corporate limits of the Town of Greeneville; and
6 b. No tuition student will be transported if provision of such transportation produces an
7 overcrowded situation for the students residing within the corporate limits of the Town
8 of Greeneville.
- 9 10. Students who reside outside the corporate limits of Greeneville, but who are enrolled as city
10 students, under false pretense, will be subject to back payment of all tuition and/or removal
11 from the city school system.

12 ***“Tuition-Free” Programs***

13 Beginning with the 2015-2016 school year, the Board authorized a “tuition-free” program for
14 Highland Elementary School. Applications for participation in the “tuition-free” program will be
15 extended for an additional school year (2023-2024). The Board will evaluate the parameters and
16 effectiveness of the “tuition-free” program annually to determine its continuation.

17 Students accepted into this “tuition-free” program who meet the aforementioned criteria of attendance,
18 behavior, and academic progress will be allowed to attend Highland “tuition free” through the fifth (5th)
19 grade, regardless of the continuation of accepting new students into the “tuition-free” program after the
20 Board review in 2023. Families who are on Highland “tuition-free” status through fifth grade will be
21 required to pay the appropriate tuition rates upon their student entering Greeneville Middle School in the
22 sixth grade.

23 Admittance to Highland Elementary during the “tuition-free” program will be based on space and
24 program availability in each grade per year and all other parameters of this policy will apply, except
25 those pertaining to tuition payment.

26 All students enrolled in the TOPS@Greeneville online school will be “free tuition” students. Individual
27 student acceptance and enrollment will be evaluated annually using the aforementioned criteria for
28 admission of tuition students. The criteria for admission to the Greeneville City Schools are: (a) space
29 must be available, (b) appropriate programs must be available, (c) the student must have a good
30 attendance, behavior and discipline record, and (d) the student must have a satisfactory academic record.
31 Students expelled from other school systems will not be admitted to the Greeneville City Schools.

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f); Public Acts of 2022, Chapter No. 709
3. TCA 49-6-3105
4. TCA 49-6-3113; TCA 49-6-3103; Public Acts of 2022, Chapter No. 709

Cross References

Revenues 2.400
Students from Military Families 6.506

Directors Update to the Board

Thursday, April 27, 2023

1. Congratulations and thank you to our representatives from Greeneville High School at the recent Student Congress on Policies in Education (SCOPE) conference. Also, thank you to Kevin Goltra, GHS Teacher, and Keaton Johnson, Niswonger Care Advisor, for serving as chaperones. The SCOPE Conference is a great experience for students to help them learn how school boards work.
2. I want to say thank you to Dr. Leonard, Dr. Rose, and Mrs. Francis from GHS and Mrs. Hill from Eastview for sharing their time, talents, and expertise as part of the Comprehensive Educational Resources curriculum team.
3. We received notification last week that our Innovative Schools Model grant has been approved for GHS and GMS. This represents \$1 million dollars for GHS and \$500K for GMS over 3.5 years. I want to say thank you to Dr. Bryant, Beverly Miller, DeAnna Martin, Daisy Shephard, Aaron Flanary, Rachel Adams, Andy McCall, Aundrea Gunter, Kim Gass, Jennifer Schroeck, David Pauley, Melissa Babb, and Nathan Hale for all their work and innovative thinking in creating our plan. We are excited to get started.
4. I want to recognize and say thank you to Karen Wilhoit for receiving an eighty thousand dollar grant to go toward the purchase of the dish machine approved tonight for Hal Henard Elementary. Karen and her department are always very proactive and stay on top of seeking out grant opportunities for our school nutrition department.
5. TN Ready testing is in full swing and is going smoothly from a process standpoint. We are receiving reports from our elementary principals that students in 3rd grade are experiencing increased stress and anxiety due to the 3rd grade retention law. While the legislature did amend the law slightly during the recently completed legislative session, those changes will not go into effect until the summer of 2024. Therefore, we will be operating under the current law as written in TCA 49-6-3115 and State Board of Education Rule 0520-01-03-.16. Please see the informational graphic.
6. I want to recognize our amazing GCS Assistant Principals, Dr. Daisy Shepherd, Brad Woolsey, Andy McCall, and Kim Cook in honor of National Assistant Principals week which occurred earlier this month. We are so appreciative of these outstanding educators and the wonderful job they do.
7. The celebrations continue during the month of May with May 1, being National School Principal's Day, Teacher Appreciation Week May 8 through May 12, and National School Nurse Day on May 10. I hope you will join me in recognizing and celebrating these wonderful professionals.
8. I would also like to invite each member of the Board to our Personnel Awards Ceremony which will be on May 24, 2023, beginning at 12:30 pm at the Greene County Fairgrounds.

9. Reminder that our budget workshop is scheduled for May 8, 2023, beginning at 5:00 pm in the KLCO PDC.
10. We have also rescheduled our joint meeting with the Greeneville City Council for Wednesday May 10, 2023, beginning at 5 pm in the KLCO PDC.

Respectfully submitted by Steve Starnes