

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: July 25, 2023

Time: 5:00 PM

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

{{Name: Agenda Item Name}} {{AnticipatedTime: Agenda Item Time}}

I. **Call to Order**

II. **Recognition of Visitors**

III. **Special Recognition** (5 minutes)

IV. **Public Comment Period** (20 Minutes)

V. **Approval of Agenda**

VI. **Consent Agenda** (5 minutes)

A. Consideration of Approving Minutes of June 22, 2023, Board Meeting

B. Consideration of Accepting Personnel Report

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

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

E. Consideration of Approving Disposal of Surplus

VII. **Action Items**

A. Consideration of Approving June 2023 Preliminary Financial Statement (5 minutes)

B. Consideration of Approving Purchase of Maintenance Truck (5 minutes)

C. Consideration of Approving Board Policy Revisions - (1st Reading) (5 minutes)

- D. Consideration of Approving Board Policy Revisions - (1st and Final Reading) (5 Minutes)
- E. Consideration of Request of Authorization of CFO and Director of Schools to Enter Into Investment Agreement with the Local Government Pool (LGIP) (5 Minutes)
- F. Consideration of Approval of ZSpace Purchase at Greeneville Middle School (5 Minutes)

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

IX. **Adjournment**

**OFFICIAL MINUTES OF THE
GREENEVILLE CITY BOARD OF EDUCATION
June 22, 2023**

The Greeneville City Board of Education met in Regular session on June 22, 2023, at the Greene Technology Center. Members in attendance were Cindy Luttrell (Chair), Dr. Craig Shepherd (Vice-Chair), and Josh Quillen (Treasurer), Pam Botta (Board Member), Crystal Hirschy (Board Member) were absent. 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.

BUSINESS TRANSACTED

I. Call to Order

II. Recognition of Visitors

III. Special Recognitions

- Chuck Broyles was recognized for his successful completion of the 2022-23 CoSN K12 Early Career Academy.
- Ellen Lipe, Chief Financial Officer of Greeneville City Schools, was recognized for receiving the prestigious 2023 Woman to Watch Award. This distinguished recognition is part of the TSCPApex awards program, designed to acknowledge the exceptional accomplishments and contributions made by TSCPA members to both society and the accounting profession.

IV. Approval of Agenda

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

V. Consent Agenda

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

A. Consideration of Approving Minutes of May 15, 2023, Board Meeting

Minutes of the May 15, 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 May report. A copy of the report is attached to the minutes.

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

Copies of these policies are attached to the minutes. Board approval was unanimous on 2nd reading for the following policies:

4.207 English Learners

4.302 Field Trips and Excursions

4.502 Parent and Family Engagement

5.610 Staff-Student Relations

5.611 Ethics

5.700 Interim Employees

5.701 Substitute Teachers

5.702 Student Teachers

5.800 Director of Schools' Role, Recruitment and Selection

5.802 Director of Schools' Duties

5.803 Evaluation of the Director of Schools

6.600 Student Records

6.601 Student Records Annual Notification of Rights

6.602 Inspection and Correction of Student Records

6.604 Media Access to Students

6.704 Student Publications

6.709 Student Fees and Fines

6.710 Gifts

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

Copies of these policies are attached to the minutes. Board approval was unanimous on 1st reading for the following policy:

4.600 Grading System

E. Consideration of Approving 2023-24 Paper Contract for District

The Board unanimously approved the 2023-24 Paper Contract for the District with Tennessee Office Supply.

F. 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 requested approval to travel to Wofford College in Spartanburg, SC for a basketball camp from 06/08/2023-06/10/2023.

The Board unanimously approved the Executive Committee decision of approval on 05/16/2023 for the above stated trip.

G. Consideration of Approving Carmen Cox Scholarship Recipients

The Greeneville City Board of Education serves as trustees for the Carmen Cox Scholarship Trust. The Trust was established in 1996 through a bequest from the estate of T. Elmer Cox in memory of his wife, Carmen Cox. The Trust exists to provide scholarship assistance for post-secondary education to outstanding business students in each of the high schools located in Greene County. A trustee appointed committee determines scholarship amounts and recipients annually. Applications were solicited from all five high schools located in Greene County. This is in accordance with Trust guidelines. The Board unanimously approved to award the following students with a one-time Carmen Cox Scholarship:

Grace Ann Buchanan - North Greene High School \$5,000

Andrew Glen Shelton - Greeneville High School \$5,000

H. Consideration of Approving 2023-2024 Differentiated Pay Plan

The Board unanimously approved the 2023-2024 Differentiated Pay Plan.

Consideration of Approving 2023-24 School Nutrition Budget

The Board unanimously approved the 2023-24 School Nutrition budget.

I. Consideration of Approving 2023-24 Extended School Program Budget Amendment

The Board unanimously approved the 2023-2024 Extended School Program Budget Amendment.

J. Consideration of Approving Final Fiscal Year 2023 Federal Projects Budget Amendment

The Board unanimously approved the Final Fiscal Year 2023 Federal Projects Budget Amendment.

K. Consideration of Approving 2023-2024 Federal Projects Budget

The Board unanimously approved the 2023-24 Federal Projects Budget.

L. Consideration of Approving Purchase of Custodial Supplies and Equipment

The Board unanimously approved the Executive Committee decision to purchase custodial supplies and three floor scrubbers from ELC Grant Funds. Executive Committee approval was granted on June 1, 2023. These items were purchased from an existing Omnia Purchasing Contract (#22-07; Nov. 1, 2022-Oct. 31, 2025).

Action Items

M. Consideration of Accepting May 2023 Financial Statements

Chief Financial Officer Ellen Lipe presented the May financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through May is \$8,196,117, which is 98.9% of the total budgeted projection. The amount collected year-to-date is (\$56,904) lower than during the same time period last year. This reflects an actual percentage change of -0.69% compared to last year. Lipe stated the decrease was due to the tax reallocation that caused GCS to get less tax revenue. Starnes stated that the loss of tax revenue amounted to approximately \$415,000 less money from property tax for Greenville City Schools. The district had 582 tuition students as of end of year May 2023. The Federal General-Purpose Financial Report showed that encumbrances comprise \$1,505,436 year-to-date. Copies of the financial statements are on file in the Chief Financial Officer's office.

It was recommended to approve the May 2023 financial statements. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Quillen (Treasurer).

N. Consideration of Approving Board Policy Revisions - (1st Reading)

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

5.3052

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

O. Consideration of Purchasing Vehicle for Family Resource Center Use to Support ARP 2.0 Homeless and Title V-Parent and Family Engagement

Dr. Bryant presented the purchase to the board for approval stating that GCS receives ARP Homeless 2.0 funds. These funds help us support our homeless students through supplies and instructional materials, transportation, food/hygiene items, services outside of school, and emergency housing to help our homeless students remain engaged in school related activities. A portion of these funds have been allocated to help purchase a vehicle to assist with these efforts. In addition, GCS receives Title V funding, part of which also has been allocated to help purchase a vehicle to assist with parent and family engagement, including transportation to school and district engagement events such as school meetings and parent/teacher conferences, IEP meetings, Title I Parent night, and other school engagements. Using their own personal vehicle, the Director of the District's Family Resource Center (FRC), along with either GCS Social Worker or Family Support Attendance Interventionist, made over two hundred home visits during the 2022-2023 school year. On regular and numerous occasions, the Director has transported loads of various types of items for delivery including, but not limited to, food, supplies, and any other goods that were presented as a need for our students. In addition, the Director transported students and family members to places such as court dates, their homes, temporary housing, and healthcare facilities, among other locations. Purchasing a vehicle for these purposes will help significantly underscore this vital work by providing consistent and reliable transportation for our families and a means to make large deliveries when necessary. Additionally, an added safety feature will be utilizing the vehicle for these home visits since the GCS logo will be placed on both side doors, identifying the vehicle and its occupants as employees of GCS.

Purchase of a 2023 Ford Escape Base AWD Oxford White vehicle in the amount of \$28,981.00 through the Tennessee state procurement process.

No impact on resources for the 23-24 school year (100% covered by grant)

ARP Homeless 2.0 - \$11,689.00 Title V - \$17,292.00

Shephard, (Vice-Chair) expressed concern over the liability of such a purchase and if other vehicles were available already in our possession that could be used. Dr. Bryant responded that we do not have any available vehicles to her knowledge that would be suitable to transport families. She also stated that current employees are using their own personal vehicles to transport, and she was concerned about their personal safety. Shephard also questioned the criteria on which help is offered and expressed concern about making sure it was needed and having set guidelines.

It was recommended to approve the purchase of a vehicle for the Family Resource Center on a motion from Quillen (Treasurer) and a second from Luttrell (Chair). The motion failed to pass 2-1 (For a motion to pass, it requires the approval of a majority of the five total Board members).

Quillen -Yea

Luttrell -Yea

Shepherd - Nay

P. Consideration of Approving to Purchase GHS Video Production

Computer Systems

The Greeneville High School Video Production curriculum and course offering will be expanding as part of the Tennessee Innovative High School grant program and opportunity. High school administrators along with Mr. Nathan Hale have been working throughout the current year to prepare for additional courses and opportunities for students. It is necessary to purchase new, robust computers to be used by students for video editing and publishing purposes.

As a result of a comprehensive analysis, the following devices are being recommended for purchase directly from Apple:

- (15) Apple iMac systems (per specifications on supporting documentation) at a total cost of \$27,539.85.

Tennessee Innovative High School Grant funds will be utilized for this project.

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

Q. Consideration for Approval to Purchase GHS Engineering Program

Equipment

A new Engineering Program will soon be available for GHS students as part of the Tennessee Innovative High School grant program and opportunity.

High school administrators, along with Dr. David Pauley have been working throughout the current year to prepare for additional courses and opportunities for students. It is necessary to purchase several pieces of equipment and fixtures to build and offer a best-in-class program.

The following table summarizes a total of \$317,897.25, with details available on the attached/itemized spreadsheet by vendor-partner. Additional supporting documentation is also provided with details about each item proposed.

Vendor/Partner	Summarized Equipment List	Total Cost by Vendor
JD Squared (responded to RFP)	Plasma Table with Extended Gantry and CNC Cutting Table & Accessories	\$50,300
Phillips Commercial (responded to RFP)	Band Saw, HAAS Mini Mill with Options, HAAS Lathe, Vertical Bandsaw, Vertical Mill, and Desktop Simulators	\$181,138.02
Rev Robotics (sole source provider)	Various Robotics Kits	\$15,650.00
Thunder Laser (sole source provider)	Thunder Laser Nova63 with RotoBoss	\$17,700.00
Grainger (competitive online pricing on 6.15.23 - no bids)	JET Floor Drill Press with Options	\$7,774.23

received - will use online low bid from among at least three quotes on day of purchase)		
Dynamism (competitive online pricing on 6.15.23 - no bids received - will use online low bid from among at least three quotes on day of purchase)	3D Printers with Accessories and Options	\$45,335.00

Tennessee Innovative High School Grant funds will be utilized for this project.

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

R. Consideration of Approving Final 2022-2023 General Purpose Budget Amendment

Chief Financial Officer Ellen Lipe presented the 2022-2023 Final General-Purpose Budget Amendment to the Board for approval. The amended General Purpose Budget 2022-2023 was \$38,234,948. All changes are covered in the footnotes.

It was recommended to approve the final 2022-2023 General Purpose Budget Amendment. Board approval was unanimous on a motion from Shepard (Vice-Chair) and a second from Quillen (Treasurer).

S. Consideration of Approval of Insurance Coverage for 2023-2024

Beverly Miller, Assistant Director for Administration, and John McInturff III, McInturff, Milligan, & Brooks, Inc. representative, presented to the Board the 2023-24 insurance coverage item that recommends continuation for use of the PEPartners pool and local broker McInturff, Milligan, & Brooks, Inc. for the system's risk management services. A 30.50% increase in premium rate (\$363,132) for the school district and a 36.29% increase in premium rate (\$33,635) for Greene Technology Center was reported. The insurance

coverage recommendation is included to renew a policy to cover potential data breach incidents. The annual cost is \$28,525, which is an increase of \$85.00 over last year's premium. One additional policy is recommended for the Greene Technology Center to provide additional protection for the Aviation Program. The premium for that policy is \$5,175 annually.

It was recommended to approve the Insurance Coverage for 2023-2024.

Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Quillen (Treasurer).

VI. Director's Report

Starnes congratulated.

- Chuck Broyles on his completion of the Consortium for School Networking K-12 Early Career Academy. Chuck is an integral part of our amazing IT Team, and we are very appreciative of his leadership and dedication to the students and staff of GCS.
- Ellen Lipe on her recognition as the 2023 Woman to Watch by the Tennessee Society of Certified Public Accountants. Ellen is a phenomenal CFO who serves with passion and purpose. GCS is blessed to have someone with not only her knowledge and expertise, but someone with her strong character and servant's heart overseeing our finances for the benefit of students and staff.
- The Greeneville High School Baseball Team on winning the TSSAA 2023 Class 3A State Baseball championship. The championship game was a thrilling affair as the Greene Devils won 1-0 over Upperman.
- Jayquan Price who won two gold medals in the TSSAA Class 2A State Championships. He set personal records of 22'-3" in the long jump and 44'-4.25" in the triple jump as he won the state championship in each event. Also, congratulations to Zayden Anderson who finished 2nd in the long jump, J.J. Durbin who finished third in the discus, and Adjantay Dabbs who finished fourth in the 400 meters and seventh in the 200 meters at the state meet.
- The Greeneville High School Soccer Team on their TSSAA Class 2A State Runner-up finish. The soccer team lost a heartbreaker to Valor prep on penalty kicks after playing to a scoreless tie through regulation and two overtime periods.

Today marked the last day of our GCS Summer Camps. Students served for rising K through rising 9th grades equaled 263 students. There were 3 site directors (Nancy Philbeck at HH, Cathy Duncan at TV and Haley Barkley for GMS), 36 teachers and 25 Assistants supporting RTI, plus Project on Track Site Director- Lauren Johnson (We utilized Zearn and Amplify for summer camp tutoring.). Additional staff who supported summer camps included office support, custodians, cafeteria staff, bus drivers, school nurses, and SROs for each site. I also want to recognize Shelia Newland, who coordinated Summer Camps from the Central Office. I want to say a big thank you to all staff involved in delivering this outstanding summer learning opportunity for students.

GHS provided two summer programs for rising 9th grade students: the Bridge program and the Promise program. The Bridge program is designed to help rising 9th graders transition to high school. Components of the program are to provide innovative opportunities to support students in math, language arts, and reading enhancement. Additionally, students are provided with an hour of enrichment time for college and career that includes activities and support to help students be successful at the high school level and beyond. Students who have satisfactory attendance and participation in the program earn elective

credit. The Promise program is designed to help rising 9th graders transition to high school. Components of the program are to provide social/emotional support and reading enhancement to students. Program goals are to help students gain self-awareness, manage emotions, handle difficult conversations, and solve problems. Students who have satisfactory attendance and participation in the Promise program earn elective credit as well.

Starnes recognized Angie Wells, Sandy Fox, Phillip Graham, Roger Hensley, and the entire GHS Graduation planning team and everyone that worked and supported the 2023 GHS Graduation. It was a spectacular event, and everything went very smoothly.

The principals, assistant principals, Dr. Bryant, Mrs. Newland, and I will be attending the 2023 Ignite Conference for school principals July 12 – 15. This is a premiere event for school leaders to expand and grow their leadership skills.

Our Leadership Retreat will be held on July 17-19 as we kick off the 2023-24 School Year. These three days are focused on team building, professional development, and preparing for the upcoming school year.

Starnes reminded the Board of the TSBA Summer Law Conference which will occur July 20-23.

The Opening In-Service has been scheduled for Friday, July 28 beginning at 8 am. Jim Mahoney, author of the book “To Lead is to Teach” will be the keynote speaker. Jim’s extensive experience as a teacher, principal, superintendent, college professor, and launching and leading a large national not for profit organization have added considerable value to his skills and expertise in strengths-based leadership, motivation, culture, engagement, and change management. He is currently an assistant professor and Executive in Residence with the George Voinovich School of Leadership and Public Service at Ohio University in Athens, Ohio.

VII. Board Chair's Comments

Prior to adjournment, Chair Luttrell reported that Starnes had his annual evaluation during the month of June. She thanked each of the board members for completing the evaluation and their feedback. The evaluation was based on performance regarding board goals, board relationships, community relationships, staff and personnel relationships, educational leadership, business and finance, strategic planning skills, and personal characteristics. Mr. Starnes has been key in leading our system in discussions with our city council in moving forward to secure property, lay groundwork in building a new middle school, help kick off and guide our collaborative conferencing, and plan for a smooth transition for the Greene Technology Center. He has done this despite a tough legislative year, public education continually being attacked, and a significant change in the state’s educational funding formula. I appreciate his desire to learn more about the TISA formula in the coming year, continue to strengthen our literacy efforts, and embed our portrait of a graduate throughout our schools. Overall, this was a very good evaluation, and a reoccurring theme each year are high marks regarding his personal characteristics. I want to say Mr. Starnes is appreciative of our feedback and consistently reminds us that his door is always open.

Adjournment

It was recommended to adjourn at approximately 8:34 p.m. Board approval was unanimous on a motion from Shepherd (Vice-Chair) and a second from Quillen (Treasurer).

Respectfully submitted,

Cindy Luttrell, Chair

Steve Starnes, Director of Schools

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Grading System	Descriptor Code: 4.600	Reviewed Date: 08/22/23
		Rescinds: 4.600	Adoption Date: 12/14/17

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and
2 assessment for evaluating and recording student progress and to measure student performance in
3 conjunction with Board-adopted content standards for grades K-8.

4 The grading/assessment system shall follow all applicable statutes and rules and regulations of the State
5 Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable
6 grade levels, except that the Director of Schools shall have the authority to establish and operate
7 ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
9 the system is implemented.² These guidelines shall be communicated annually to students and
10 parent(s)/guardian(s).¹

11 **GRADING SYSTEM¹**

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

16 Subject-area grades for students in grades 3-12 shall be expressed by the following letters with their
17 corresponding percentage range:

- 18 • A (90-100)
- 19 • B (80-89)
- 20 • C (70-79)
- 21 • D (60-69)
- 22 • F (0-59)

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

- 25
- 26 • Weighting for high school honors courses includes the addition of 3 percentage points to the
27 grades used to calculate the semester (9 weeks) average.
- 28 • Weighting for high school Advanced Placement Courses includes the addition of 5 percentage
29 points to the grades used to calculate the semester (9 weeks) average for students who sit for the

1 aligned culminating exam.

- 2 • Local and statewide dual credit courses, capstone industry certification-aligned courses, and
 3 dual enrollment courses will include the addition of 4 percentage points to grades used to
 4 calculate the semester average for students who sit for the aligned culminating exam or
 5 identified industry certification exam.
 6

7 If conduct grades are assigned, they shall be marked as follows:

8 EExcellent
 9 SSatisfactory
 10 U.....Unsatisfactory

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 Attendance records **will not** be used in determining the awarding of grades or the passing of a course
 13 or promotion or retention. While grades earned by students cannot be withheld due to attendance, the
 14 awarding of credit is determined by the school system.

15 Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once
 16 recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new
 17 card.

18 Grades represent a culmination of learning tasks for each reporting period. Learning tasks may include
 19 in-class work, projects, online assignments, written assignments, tests and/or homework. The teacher
 20 will weigh the value of grades given for various assignments and tests within the applicable period in
 21 computing the grade. This procedure will enable the teacher to allow for individual student differences
 22 in the grading process.

23 **LOTTERY SCHOLARSHIPS³**

24 Using the uniform grading system, students' grades shall be reported for the purposes of application
 25 for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.
 26 Each school counselor shall provide incoming freshmen with information on college core courses
 27 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,
 28 etc.) that must be met in order to receive a scholarship.

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

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

1 LOTTERY SCHOLARSHIP DAY

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

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Cross References

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: COVID-19 Leave	Descriptor Code: 5.3052	Revision Date: 08/22/23
		Rescinds: 5.3052	Adoption Date: 04/23/20

1 Employees are entitled to up to ~~10~~ **5** days of paid sick leave if they are unable to work or telework
2 because the employee:

- 3 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
4
- 5 2. has been advised by a health care provider to self-quarantine related to COVID-19; or
6
- 7 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
8
- 9 4. is caring for a family member diagnosed with COVID-19; or must care for their school-age
10 child(ren) subject to quarantine order.

11 To demonstrate eligibility for the leave, the employee may be required to provide proof of COVID-19
12 testing or other suitable documentation for the circumstances. Employees should seek clarification
13 from Human Resources if they have questions regarding the total amount of leave available to them.

14 This paid leave may be taken if there is work available for the employee to complete and the employee
15 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave
16 that an employee may already be entitled to (e.g., existing sick leave). Employees are not required to
17 exhaust any other paid leave benefit to utilize this new category of paid sick leave.

18 Employees will only be permitted up to ~~10~~ **5** days of their regular pay per school year for any leave
19 taken under this policy.

20 This policy will be in effect until June 30, ~~2023~~ **2024** unless the Board takes action to extend it. If the
21 state or federal government issues a mandate for COVID-19 related leave after adoption of this local
22 COVID-19 leave policy, such mandated leave will replace this policy entirely and this policy
23 simultaneously will expire.

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Reviewed Date: 08/22/23
		Rescinds: 2.100	Adoption Date: 08/27/19

1 *General*

2 The Board shall ensure the practice of sound fiscal management procedures. The Board assumes
 3 responsibility, within its financial capabilities, for providing at public expense all items of equipment,
 4 supplies, and services that may be required in the interest of education in the schools under its
 5 jurisdiction.¹

6 In fiscal management, the Board seeks to ensure achievement of the following goals:

- 7
- 8 1. Advanced planning conducted with broad-based staff and community involvement;
- 9
- 10 2. Levels of funding established to provide quality education for the system’s students;
- 11
- 12 3. Timely and appropriate information provided to all staff with fiscal management
- 13 responsibilities; and
- 14
- 15 4. Efficient and effective procedures established for accounting, reporting, purchasing and
- 16 delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-23 et seq.*

Cross References

School District Goals 1.700

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Reviewed Date: 08/22/23
		Rescinds: 2.200	Adoption Date: 02/27/18

1 *General*

2 All school system budgets are the operational plans stated in financial terms for the fiscal year beginning
3 July 1st ending June 30th the following year.¹

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
- 11 • Staffing arrangements adequate for proposed programs;
- 12 • Maintenance of the district's equipment and facilities; and
- 13 • Efficiency and economy.

14 Budget preparation shall be the responsibility of the Director of Schools.² The Director of Schools and
15 Chief Financial Officer will establish procedures for the involvement of staff, including requests from
16 department heads and principals, all of whom shall seek advice and suggestions from other staff
17 members.

18 The Director of Schools, the Board Chair, and the Chief Financial Officer shall develop a Budget
19 preparation calendar. The calendar shall be used as a guide for coordinating the budgetary activities of
20 individuals and groups, collecting Budget data, reviewing Budget problems, making Budget decisions,
21 and approval of the annual Budget Document.

22 **HEARING AND REVIEWS**

23 The proposed Budget Document will be available for inspection by various interested citizens or groups
24 in the office of the Director of Schools.

25 **ADOPTION PROCEDURE**

26 The Board shall adopt a Budget and submit it to the City Council. The Director of Schools/designee
27 shall be prepared to file a copy of the Budget with the Commissioner of Education within ten (10) days
28 of the Budget adoption.³

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-42
2. TCA 49-2-203(a)(9)
3. TCA 49-2-301(b)(1)(X); TRR/MS 0520-01-02-.13(2)(a)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Line Item Transfer Authority	Descriptor Code: 2.201	Reviewed Date: 08/22/23
		Rescinds: 2.201	Adoption Date: 02/27/18

- 1 *Central Office*
- 2 Line-item transfers within major categories shall be made upon the recommendation of the Chief
- 3 Financial Officer.
- 4 Transfer between major budget categories shall be made with the approval of the Board of Education.¹

Legal References

1. Tenn. Att’y Gen. Op. No. 83-464 (Oct 26, 1983)

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Goals	Descriptor Code: 6.100	Reviewed Date: 08/22/23
		Rescinds: 6.100	Adoption Date: 09/23/99

1 In order to establish an environment that is conducive to learning, the Board establishes the following
2 goals:

- 3 1. To assure all students the same educational opportunities regardless of race, color, creed,
4 religion, ethnic origin, sex, or disabilities;¹
5
- 6 2. To protect and observe the legal rights of students;
7
- 8 3. To educate students with respect and encouragement;
9
- 10 4. To provide an environment where students can learn personal and civic responsibility for
11 their actions through meaningful experiences;
12
- 13 5. To discipline students in a fair and constructive manner;
14
- 15 6. To provide for the safety, health, and welfare of students; and
16
- 17 7. To promote faithful attendance and diligent effort.
18

Legal References

1. 20 USCA § 1703; TCA 49-6-3109

Cross References

School District Goals 1.700
Instructional Goals 4.100
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Attendance	Descriptor Code: 6.200	Revision Date: 08/22/23
		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: <h2 style="text-align: center;">Attendance During Postsecondary Visits</h2>	Descriptor Code: 6.2001	Reviewed Date: 08/22/23
		Rescinds: 6.2001	Adoption Date: 09/25/18

1 While postsecondary school visits are not required, any high school student wishing to participate in a
 2 postsecondary school visit during the school year shall submit to the Principal/designee prior notice
 3 from their parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
 4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
 5 of the student during the visit.¹

6 The Principal/designee shall count a student present for no more than three (3) days each school year
 7 for students participating in a postsecondary school visit. The student shall be counted present for the
 8 day of the postsecondary school visit and shall not be counted present during any travel days.

9 In order to be counted present for the school day missed, the student shall submit to the
 10 Principal/designee a signed letter or form from a campus official verifying that the visit to the
 11 postsecondary school occurred.

12 The student shall complete any schoolwork missed due to the student participating in a postsecondary
 13 school visit.

Legal References

1. State Board of Education Policy 4.100

Cross References

Attendance 6.200

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Reviewed Date: 08/22/23
		Rescinds: 6.201	Adoption Date: 03/21/13

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
2 private school.¹ A parent/guardian or legal custodian who believes that their child is not ready to attend
3 school at the designated age of mandatory attendance may make application to the Principal of the public
4 school which the child would attend for a one (1) semester or one (1) year deferral in required attendance.
5 Any such deferral shall be reported to the Director of Schools by the Principal.² Under certain
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the
7 compulsory attendance law.³

8 Any child residing within the state who is or will be five (5) years of age by August 15 who makes
9 application for admission, shall be enrolled in the school designated by the Board.⁴

10 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)
11 may request that the child be admitted into kindergarten.⁵ Upon a request, the Director of
12 Schools/designee shall administer an evaluation and examination. If the results indicate that the child is
13 sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The
14 Director of Schools/designee shall develop procedures and forms to implement the provisions of this
15 policy.⁴

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁶

17 A child entering a special education program shall be no less than three (3) years of age.⁷

Legal References

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005; TCA 49-6-3001
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA § 1401(3)(B)

Cross References

- Special Education 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

This sheet has been updated as of July 24, 2023, with information through June 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	\$ 22,832.14	\$ 22,354.10	\$ -	\$ -	\$ 2,220.34	\$ 2,180.14	\$ 1,962.15	\$ 1,703.37	\$ -	\$ -	\$ 12,112.55	\$ 11,478.99	\$ 1,028.73	\$ -
May	\$ 13,710.72	\$ 12,785.63	\$ -	\$ -	\$ 6,701.07	\$ 3,509.15	\$ 2,803.28	\$ 1,758.02	\$ -	\$ -	\$ 12,112.55	\$ 11,472.27	\$ -	\$ 939.78
ADA Adj.	\$ 92,531.82	\$ 5,279.58	\$ 2,517.18	\$ 149.47	\$ 1,326.54	\$ 54.13	\$ 1,262.68	\$ 57.25	\$ -	\$ -	\$ 3,483.30	\$ 237.21	\$ 108.17	\$ 8.03
June	\$ 10,993.70	\$ 5,876.47	\$ -	\$ -	\$ 4,325.44	\$ 4,794.71	\$ 2,277.33	\$ 2,825.21	\$ -	\$ -	\$ 12,443.75	\$ 11,499.77	\$ 9,787.28	\$ 8,256.02
Totals	\$ 3,488,556.99	\$ 3,068,229.37	\$ 93,665.07	\$ 82,756.87	\$ 54,165.70	\$ 34,793.20	\$ 49,616.39	\$ 34,397.90	\$ -	\$ -	\$ 143,316.32	\$ 142,760.21	\$ 13,851.54	\$ 12,701.34
Commission	\$ 69,771.14	\$ 61,364.59	\$ 1,873.30	\$ 1,655.14	\$ 541.66	\$ 347.93	\$ 992.33	\$ 687.96	\$ -	\$ -	\$ 1,433.16	\$ 1,427.60	\$ 138.52	\$ 127.01
Total Net	\$ 3,418,785.85	\$ 3,006,864.78	\$ 91,791.77	\$ 81,101.73	\$ 53,624.04	\$ 34,445.27	\$ 48,624.06	\$ 33,709.94	\$ -	\$ -	\$ 141,883.16	\$ 141,332.61	\$ 13,713.02	\$ 12,574.33
Difference		\$ (420,327.62)		\$ (10,908.20)		\$ (19,372.50)		\$ (15,218.49)		\$ -		\$ (556.11)		\$ (1,150.20)

	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	2021-2022	2022-2023		
July	\$ 374,777.02	\$ 421,100.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149.38	\$ 114.49	\$ 386,602.52	\$ 447,895.80	4.4%	5.2%
August	\$ 367,431.34	\$ 432,580.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85.36	\$ 90.13	\$ 399,246.27	\$ 428,596.66	4.6%	4.9%
September	\$ 371,486.88	\$ 496,616.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97.22	\$ 82.83	\$ 402,354.66	\$ 522,748.17	4.6%	6.0%
October	\$ 363,856.95	\$ 392,440.02	\$ -	\$ -	\$ 13,171.95	\$ 13,304.80	\$ -	\$ -	\$ 139.90	\$ 136.42	\$ 731,322.74	\$ 774,596.58	8.4%	8.9%
November	\$ 427,773.87	\$ 420,689.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192.07	\$ 121.80	\$ 752,459.63	\$ 697,329.56	8.6%	8.0%
December	\$ 377,553.14	\$ 415,739.51	\$ -	\$ -	\$ -	\$ -	\$ 31.20	\$ 97.40	\$ 97.22	\$ 87.70	\$ 1,206,497.55	\$ 1,165,074.45	13.8%	13.4%
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	9.6%	9.3%
February	\$ 444,723.39	\$ 499,814.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 37.94	\$ 43.85	\$ 1,877,567.79	\$ 1,804,011.38	21.5%	20.8%
March	\$ 334,417.34	\$ 400,259.71	\$ 18,000.43	\$ 24,654.60	\$ -	\$ -	\$ -	\$ -	\$ 66.39	\$ 51.16	\$ 595,503.40	\$ 590,357.55	6.8%	6.8%
April	\$ 349,435.80	\$ 399,405.45	\$ -	\$ -	\$ 12,673.34	\$ 25,391.92	\$ -	\$ -	\$ 61.65	\$ 75.52	\$ 402,326.70	\$ 462,589.49	4.6%	5.3%
May	\$ 413,236.32	\$ 457,463.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99.59	\$ 85.26	\$ 448,663.53	\$ 488,014.03	5.1%	5.6%
ADA Adj.	\$ 116,932.12	\$ 8,634.71	\$ 492.20	\$ 44.64	\$ -	\$ -	\$ -	\$ -	\$ 30.08	\$ 1.71	\$ 218,684.09	\$ 14,466.73	2.5%	0.2%
June	\$ 411,678.38	\$ 426,902.85	\$ -	\$ -	\$ 14,538.36	\$ (1,221.95)	\$ 35.00	\$ 35.00	\$ 107.19	\$ 148.87	\$ 466,186.43	\$ 459,116.95	5.3%	5.3%
Totals	\$ 4,804,985.12	\$ 5,204,852.90	\$ 18,492.63	\$ 24,699.24	\$ 53,219.20	\$ 50,779.57	\$ 101.20	\$ 167.40	\$ 1,237.50	\$ 1,095.77	\$ 8,721,207.66	\$ 8,657,233.77		
Commission	\$ 48,049.85	\$ 52,048.53	\$ 184.93	\$ 246.99	\$ 532.19	\$ 507.80	\$ 1.01	\$ 1.67	\$ 12.38	\$ 10.96	\$ 123,530.46	\$ 118,426.18		
Total Net	\$ 4,756,935.27	\$ 5,152,804.37	\$ 18,307.70	\$ 24,452.25	\$ 52,687.01	\$ 50,271.77	\$ 100.19	\$ 165.73	\$ 1,225.13	\$ 1,084.81	\$ 8,597,677.20	\$ 8,538,807.59		
Difference		\$ 399,867.78		\$ 6,206.61		\$ (2,439.63)		\$ 66.20		\$ (141.73)		\$ (63,973.89)		

Total budgeted projection for 2022 - 2023 is \$ 8,663,792 The year-to-date collection of \$ 8,657,234 is 99.9% of the total budgeted projection.

The amount collected year-to-date is \$ (63,974) less than this time last year. (This amount does not reflect commission fees.)

Greeneville City Schools Preliminary Comparative Summary of Revenue Collections For the Month Ended June 30, 2023

<u>LOCAL REVENUE</u>	2021-2022	2022-2023	Variance	Actual % Change
Property Tax	\$ 3,488,556.99	\$ 3,068,229.37	\$ (420,327.62)	-12.05%
Property Tax - Prior Year	93,665.07	82,756.87	\$ (10,908.20)	-11.65%
Clerk & Master	54,165.70	34,793.20	\$ (19,372.50)	-35.77%
Interest & Penalty	49,616.39	34,397.90	\$ (15,218.49)	-30.67%
Pick-Up Taxes	-	-	\$ -	0.00%
In Lieu Of - Local Utility	143,316.32	142,760.21	\$ (556.11)	-0.39%
In Lieu Of - Other	13,851.54	12,701.34	\$ (1,150.20)	-8.30%
Sales Tax	4,804,985.12	5,204,852.90	\$ 399,867.78	8.32%
Bank Excise Tax	18,492.63	24,699.24	\$ 6,206.61	33.56%
Mixed Drink Tax	53,219.20	50,779.57	\$ (2,439.63)	-4.58%
Statutory Local Taxes	101.20	167.40	\$ 66.20	65.42%
Marriage Licenses	1,237.50	1,095.77	\$ (141.73)	-11.45%
Totals	\$ 8,721,207.66	\$ 8,657,233.77	\$ (63,973.89)	-0.73%

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	1,609,900.00	1,808,100.00	\$ 198,200.00
May	-	-	\$ -
June	1,607,540.00	1,274,700.00	\$ (332,840.00)
Totals	\$ 16,096,640.00	\$ 17,079,715.00	\$ 983,075.00

Greeneville City Schools

Preliminary General Purpose Financial Report

For the Month of June 2023

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
34555	Restricted for Education	\$ -	\$ -	3,963.00	0.0%
34565	Restricted for Support Services	\$ -	\$ -	3,143.00	0.0%
34590	Restricted for Other Purposes	\$ -	\$ -	17,650.00	0.0%
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	\$ 929,813.78	\$ 8,116,462.39	8,098,424.00	100.2%
41000	Marriage Licenses	\$ 221.19	\$ 1,009.12	1,090.00	92.6%
43511	Tuition	\$ 5,006.10	\$ 679,689.69	671,925.00	101.2% (1)
43570	Receipts from Individual Schools	\$ 40,348.77	\$ 180,702.93	115,100.00	157.0%
44000	Other Local Revenue	\$ 3,346,061.60	\$ 3,613,185.59	3,517,000.00	102.7%
46000	State Education Funds	\$ 2,194,752.96	\$ 17,334,576.46	18,975,990.00	91.4%
47100	Federal Through State Grants	\$ -	\$ 43,785.00	50,000.00	87.6%
47600	Direct Federal Funds (ROTC)	\$ 5,692.96	\$ 55,492.94	53,565.00	103.6%
49000	Operating Transfers & Insurance Recovery	\$ 892,099.83	\$ 6,194,399.38	6,188,353.00	100.1%
	Total Revenues	\$ 7,413,997.19	\$ 36,219,303.50	\$ 38,234,948.00	94.7%
<u>EXPENDITURES</u>					
		MTD	YTD		
71100	Regular Instruction	\$ 2,730,230.00	\$ 15,779,690.17	\$ 16,116,028.00	97.9%
71150	Alternative Instruction	18,986.81	112,395.39	121,298.00	92.7%
71200	Special Education	418,642.55	2,045,063.56	2,061,366.00	99.2%
71300	Vocational Education	40,327.94	187,969.61	1,573,908.00	11.9%
71400	Student Body	-	120.00	1,900.00	6.3%
72110	Attendance	11,415.91	79,753.72	84,383.00	94.5%
72120	Health Services	66,204.80	291,582.43	412,258.00	70.7%
72130	Other Student Support	180,948.65	1,170,312.09	1,288,797.00	90.8%
72210	Regular Instruction Support	218,370.67	1,471,305.79	1,501,988.00	98.0%
72220	Special Education Support	(1,785.24)	300,657.22	314,495.00	95.6%
72230	Vocational Education Support	-	-	28,099.00	0.0%
72250	Technology	83,029.77	882,107.25	1,008,529.00	87.5%
72310	Board of Education	40,071.80	837,665.08	880,759.00	95.1% (2)
72320	Office of Director	39,997.77	386,792.99	401,935.00	96.2%
72410	Office of Principal	159,090.24	1,678,781.62	1,694,911.00	99.0%
72510	Fiscal Services	31,507.86	355,057.73	361,883.00	98.1%
72520	Human Resources	30,363.65	309,330.65	329,598.00	93.9%
72610	Operation of Plant	223,662.22	2,174,064.89	2,330,052.00	93.3% (3)
72620	Maintenance of Plant	101,783.66	1,044,912.05	1,091,289.00	95.8% (3)
72710	Transportation	141,338.46	1,098,927.09	1,200,148.00	91.6%
73100	School Nutrition	22,473.42	28,294.16	35,224.00	80.3%
73300	Community Services	2,230.04	30,553.35	33,152.00	92.2%
73400	Early Childhood Education	89,315.62	548,241.43	557,495.00	98.3%
76100	Capital Outlay	3,834,835.38	3,914,044.93	4,053,843.00	96.6%
81300	Education Debt Service	-	148,700.00	248,700.00	59.8%
99100	Operating Transfers	190,487.00	494,230.00	502,910.00	98.3%
	Total Expenditures	\$ 8,673,528.98	\$ 35,370,553.20	\$ 38,234,948.00	92.5%
	Net Revenue (Expense)	\$ (1,259,531.79)	\$ 848,750.30		

Explanation of Footnotes

(1) EOY Tuition Count is 589 Students

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

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

(4) Known Carry Forward Purchases Total \$243.394

(5) Encumbrances Total \$0

Greenville City Schools
Preliminary Federal Projects Financial Report
For the Month of June 2023

<u>REVENUE</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Consolidated Administration	\$ 53,268.17	\$ 105,283.72	\$ 113,034.00	93.1%
Title I-A	\$ 192,298.08	\$ 554,653.67	658,832.00	84.2%
Title I-A Neglected	\$ 47,903.76	\$ 80,805.92	80,444.00	100.4%
Title II-A	\$ 39,208.98	\$ 74,548.78	123,351.00	60.4%
Title III	\$ 36,238.51	\$ 41,459.78	53,166.00	78.0%
Title IV	\$ 35,457.73	\$ 52,980.98	52,981.00	100.0%
21st Century Learning	\$ 217,155.82	\$ 346,685.70	346,686.00	100.0%
Title V	\$ 31,678.81	\$ 76,369.19	84,846.00	90.0%
IDEA Part B	\$ 272,706.43	\$ 567,653.46	888,572.00	63.9%
IDEA Pre-School	\$ 8,966.05	\$ 13,343.00	13,343.00	100.0%
ESSER 2.0**	\$ 257,418.06	\$ 578,889.69	578,890.00	100.0%
ESSER 3.0**	\$ 483,629.76	\$ 1,139,326.99	2,953,947.00	38.6%
Fiscal Pre-Monitoring Supports Grant**	\$ 18,733.34	\$ 18,733.34	37,467.00	50.0%
Epidemiology & Laboratory Capacity Grant**	\$ 368,231.95	\$ 619,126.69	619,127.00	100.0%
Resiliant School Communities Grant**	\$ 58,206.18	\$ 89,328.83	163,062.00	54.8%
Governors Civics Grant**	\$ 543.60	\$ 543.60	544.00	99.9%
ARP Homeless**	\$ 3,598.93	\$ 8,676.57	20,965.00	41.4%
Math Implementation Supports Grant**	\$ -	\$ 69,250.00	71,250.00	97.2%
ARP IDEA**	\$ 69,155.21	\$ 104,862.92	119,890.00	87.5%
Literacy Training Stipend Grant	\$ -	\$ 33,000.00	33,000.00	100.0%
Total Revenues	\$ 2,194,399.37	\$ 4,575,522.83	\$ 7,013,397.00	65.2%

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>		
Consolidated Administration	\$ 9,809.79	\$ 105,283.72	\$ 113,034.00	93.1%
Title I-A	82,456.17	554,653.67	658,832.00	84.2%
Title I-A Neglected	13,394.26	80,805.92	80,444.00	100.4%
Title II-A	7,388.63	74,548.78	123,351.00	60.4%
Title III	22,038.44	41,459.78	53,166.00	78.0%
Title IV	4,455.41	52,980.98	52,981.00	100.0%
21st Century Grant	100,496.02	346,685.70	346,686.00	100.0%
Title V	5,298.46	76,369.19	84,846.00	90.0%
ARP Homeless**	-	8,676.57	20,965.00	41.4%
IDEA Part B	(22,264.28)	567,653.46	888,572.00	63.9%
IDEA Pre-School	(516.42)	13,343.00	13,343.00	100.0%
ESSER 2.0 **	120,649.24	578,889.69	578,890.00	100.0%
ESSER 3.0 **	192,294.26	1,139,326.99	2,953,947.00	38.6%
Fiscal Pre-Monitoring Supports Grant**	0.34	18,733.34	37,467.00	50.0%
Epidemiology & Laboratory Capacity **	119,764.87	619,126.69	619,127.00	100.0%
Resiliant School Communities Grant**	20,763.46	89,328.83	163,062.00	54.8%
Governors Civics Grant**	111.90	543.60	544.00	99.9%
Math Implementation Supports Grant**	-	69,250.00	71,250.00	97.2%
ARP IDEA **	49,337.76	104,862.92	119,890.00	87.5%
Literacy Training Stipend Grant	(5,202.90)	33,000.00	33,000.00	100.0%
Total Expenditures	\$ 720,275.41	\$ 4,575,522.83	\$ 7,013,397.00	65.2%

Net Revenue (Expense) \$ 1,474,123.96 \$ - \$ -

*Encumbrances Total \$0
** Reflects CARES Act Funding Grants

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

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
34590	AWS Testing	\$ -	\$ -	\$ 6,000.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	\$ 88,053.00	0.0%
40000	Local Taxes	139,676.09	647,454.29	564,198.00	114.8% (1)
41000	Marriage Licenses	14.65	86.65	80.00	108.3% (1)
43542	Contracts with Other LEAs (Greene County)	-	312,000.00	312,000.00	100.0% (2)
44000	Other Local Revenue & Miscellaneous Refunds	7,280.22	87,957.97	82,571.00	106.5% (4)
46511	Basic Education Program- State of TN (BEP)	-	763,618.00	763,618.00	100.0% (1)
46000	Career Ladder	-	1,064.00	1,064.00	100.0%
47100	Federal Through State- Carl Perkins	14,684.28	53,223.42	53,223.00	100.0%
49000	Operating Transfer (Grv City) & Insurance Recovery	(40,000.00)	192,923.00	194,423.00	99.2% (1)
	Total Revenues	\$ 121,655.24	\$ 2,058,327.33	\$ 2,065,230.00	99.7%
<u>EXPENDITURES</u>					
71300	Vocational Education	\$ 182,997.98	\$ 1,038,193.20	\$ 1,055,846.00	98.3%
72130	Other Student Support	18,892.70	138,446.96	143,017.00	96.8%
72250	Technology	4,940.98	59,037.06	61,507.00	96.0%
72310	Board of Education	4,053.33	110,867.55	115,188.00	96.2% (3)
72410	Office of Principal	39,712.45	329,815.21	339,605.00	97.1%
72610	Operation of Plant (Custodial)	18,248.53	218,844.79	236,120.00	92.7%
72620	Maintenance of Plant	6,265.33	25,044.22	32,224.00	77.7%
76100	Capital Outlay	5,064.73	23,959.73	28,500.00	84.1%
71300	Perkins Funds- Vocational Education	2,308.00	35,386.21	35,291.00	100.3%
72130	Perkins Funds- Other Student Support	2,906.90	14,430.57	14,721.00	98.0%
72230	Perkins Funds- Vocational Education Support	193.90	3,405.22	3,211.00	106.0%
	Total Expenditures	\$ 285,584.83	\$ 1,997,430.72	\$ 2,065,230.00	96.7%
	Net Revenue (Expense)	\$ (163,929.59)	\$ 60,896.61		

Explanation of Footnotes

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

(2) Represents Total Amount Received From Greene County Schools

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

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

Encumbrances total \$0

Ford of Murfreesboro

John Hamby
 1550 NW Broad St.
 Murfreesboro, TN 37129

SALES QUOTATION

STATE CONTRACT- 000075348

TO:	(Pricing valid for 2023 models only.)
	MDL F2B-600A
	GREENEVILLE SCHOOLS
	2023 FORD F250 REGULAR CAB 4WD
	WHITE SERVICE BODY

F.O.B.
 TERMS
 DELIVERY
 NUMBER

Thank you for your inquiry dated: June 13, 2023

We are pleased to quote you the following:

ITEM	QUANTITY		UNIT PRICE	DELIVERY DATE
1	1	2023 FORD F250 REGULAR CAB 4WD	\$41,102.00	TBD
2		6.8 LITER V-8 GAS,10 SPEED TRANSMISSION		
3		EXTERIOR -- WHITE		
4		INTERIOR -- SLATE VINYL		
5		OPTIONS LISTED ON WINDOW STICKER		
6		OPTIONS	\$2,650.00	
7				
8		READING SERVICE BODY, SLAM LOCK DOORS, LED LIGHTS	\$22,300.00	
9		MASTER BOX LOCKING, SPRAY IN BED LINER SIDES & TOPS		
10		LIFT TOP SIDE BOXES,		
11		MAXON LIFTGATE C2-54- 1342 TP 38		
12		TOTAL X 1	\$66,052.00	

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

John Hamby

PER

June 13, 2023

DATE



Prepared by: JOHN HAMBY

06/13/2023

Ford of Murfreesboro | 1550 N.W. Broad St. Murfreesboro Tennessee | 371291709

2023 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F2B	Base Vehicle Price (F2B)	\$46,760.00
Packages		
600A	Order Code 600A <i>Includes:</i> - Engine: 6.8L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i> - GVWR: 10,000 lb Payload Package - Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	N/C
Powertrain		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	Included
44F	Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$430.00
STDGV	GVWR: 10,000 lb Payload Package	Included
Wheels & Tires		
TBM	Tires: LT245/75Rx17E BSW A/T <i>Spare may not be the same as road tire.</i>	\$165.00
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: JOHN HAMBY

06/13/2023

Ford of Murfreesboro | 1550 N.W. Broad St. Murfreesboro Tennessee | 371291709

2023 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

As Configured Vehicle (cont'd)

Code	Description	MSRP
142WB	142" Wheelbase	STD
PAINT	Monotone Paint Application	STD
587	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> <i>- SYNC 4</i> <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	Included
96V	XL Chrome Package <i>Includes:</i> <i>- BoxLink</i> <i>Includes 4 premium locking cleats and interface brackets.</i> <i>- Bright Chrome Hub Covers & Center Ornaments</i> <i>- Chrome Front Bumper</i> <i>- Chrome Rear Step Bumper</i> <i>- Halogen Fog Lamps</i>	\$225.00
17X	FX4 Off-Road Package <i>Includes:</i> <i>- Hill Descent Control</i> <i>- Off-Road Specifically Tuned Shock Absorbers</i> <i>Includes front/rear.</i> <i>- Transfer Case & Fuel Tank Skid Plates</i> <i>- Unique FX4 Off-Road Box Decal</i>	\$495.00
473	Snow Plow Prep Package <i>Includes computer selected springs for snowplow application. Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow. Note 3: Dual battery (86M) recommended with 6.8L or 7.3L gasoline engines; see body builders layout book for details.</i> <i>Includes:</i> <i>- 190 Amp Alternator</i>	\$250.00
41H	Engine Block Heater <i>Includes grille cover.</i>	\$100.00
86M	Dual 68 AH/65 AGM Batteries	\$210.00
67D	190 Amp Alternator	Included
67B	410 Amp Dual Alternators <i>Includes 250 Amp + 160 Amp.</i>	\$115.00
18B	Platform Running Boards	\$320.00
43C	120V/400W Outlet <i>Includes 1 in-dash mounted outlet.</i>	\$175.00
66S	Upfitter Switches (6)	\$165.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: JOHN HAMBY

06/13/2023

Ford of Murfreesboro | 1550 N.W. Broad St. Murfreesboro Tennessee | 371291709

2023 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Located in overhead console.</i>	
Fleet Options		
WARANT	Fleet Customer Powertrain Limited Warranty	N/C
	Requires valid FIN code.	
	<i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	
Emissions		
425	50-State Emissions System	STD
Exterior Color		
Z1_01	Oxford White	N/C
Interior Color		
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
SUBTOTAL		\$49,410.00
Destination Charge		\$1,895.00
TOTAL		\$51,305.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Revision Date: 08/22/23
		Rescinds: 1.102	Adoption Date: 06/22/17

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS¹**

3 The Board is composed of five (5) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of Greeneville and voters of the county,¹ elected from districts
6 of substantially equal population and shall be citizens of recognized integrity, intelligence, and ability
7 to administer the duties of the office.^{1,2} To qualify as a candidate, an individual must show proof of:

- 8 1. Graduation from high school or receipt of a **high school equivalency approved by the State Board**
9 **of Education;² and**
- 10 2. Being a qualified voter and resident in the county **and Town of Greeneville** for one (1) year prior
11 to the qualifying deadline for running as a candidate.¹

12 No member of the aldermen nor any other city official shall be eligible for election as a member of the
13 Board of Education.⁵

14 **TERMS OF OFFICE**

15 Members of the Board shall serve four (4) year terms.¹

16 **METHOD OF ELECTION**

17 The Board transitioned from being appointed by the Board of Mayor and Aldermen to being elected by
18 the public. As of July 1, 2000, the Board is composed of all elected members.

19 Elections for Board members will be conducted according to the following schedule:

20 **2024 – Two First Ward positions elected**

21 **2026 – Two Second Ward positions elected**

22 **2026 – At-large position elected**

23 The cycle will repeat for subsequent years.

24 **VACANCIES**

- 1 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process
- 2 proceedings. ⁴Vacancies shall also be declared to exist when a member ceases to reside within the Ward
- 3 in which they were elected.

- 4 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
- 5 local legislative body. Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. TCA 49-2-202(a) (2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Revision Date: 08/22/23
		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 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.

6 **POINT OF CONTACT²**

7 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director
8 of Schools shall provide the contact information to the Commission and ensure that any changes are
9 submitted within thirty (30) calendar days.

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Revision Date: 08/22/23
		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.~~ for certain qualifying reasons. The following
30 requirements apply to all electronic attendance, regardless of the reason for the absence:

31

32

33

- 1 1. A quorum of the Board ~~must~~ shall be physically present at the meeting in order for any board
2 member to attend electronically.
- 3 2. Any board member wishing to participate electronically ~~must~~ shall do so using technology
4 which allows the Chair to visually identify the board member:and
- 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 ~~The~~ A board member may attend a meeting by electronic means if out of the county due to work:
12 however, he/she may only participate electronically two (2) times per year for this reason.

13

14 The board member shall give the Chair and Director of Schools at least five (5) days' notice prior
15 to the meeting of the member's desire to participate electronically.

16

17 *Sickness or Period of Convalescence*18 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
19 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
20 times per year for this reason.21 *Inclement Weather or Natural Disaster*22 A board member may attend a meeting by electronic means due to inclement weather or natural
23 disaster if the schools in the school district are closed; however, he/she may only participate
24 electronically three (3) times per year for this reason.

25

26 *Family Emergency*27 ~~The following requirements apply to electronic attendance due to a family emergency:~~28 A board member may attend a meeting by electronic means if there is a family emergency that
29 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
30 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
31 sister, son-in-law, daughter-in-law, grandchild, stepson, stepdaughter, father-in-law, mother-in-law,
32 brother-in-law, or sister-in-law. The board member may only participate electronically two (2) times
33 per year for this reason.

34

35 *Military Service*

- 1 A board member may attend a meeting by electronic means if out of the county due to military service.
- 2 The board member may participate electronically as often as he/she is able to do so.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 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) ; Public Acts of 2023, Chapter No. 350

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: Home Schools	Descriptor Code: 6.202	Revision Date: 08/22/23
		Rescinds: 6.202	Adoption Date: 01/26/12

1 *General*

2 A "home school" is a school conducted or directed by a parent(s)/~~or parents or legal guardian(s) or~~
3 ~~guardians~~ for their own children. Home schools which teach grades K-12 where the parent(s)/~~guardian(s)~~
4 are associated with an organization that conducts church-related schools¹ are exempt from the following
5 provisions but shall ~~must~~ follow procedures issued by the State Department of Education.

6 A parent/~~guardian~~ wishing to conduct a home school shall meet the following requirements:²

- 7 1. Provide annual notice to the Director of Schools/designee, before the commencement of each school
8 year of the intent to conduct a home school;
- 9 2. Submit to the Director of Schools/designee, the name, number, age, grade level of children
10 involved, location of the school, curriculum to be offered, proposed hours of instruction, and
11 qualifications of the parent-teacher; ~~to the Director of Schools/designee, at the end of each school~~
12 ~~year;~~
- 13 3. Maintain attendance records, subject to inspection by the Director of Schools/designee;
- 14 4. Submit attendance records to the Director of Schools/designee at the end of each school year;
- 15 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
16 are required by state law;³
- 17 6. Possess a high school diploma ~~or a high school equivalency credential approved by the State Board~~
18 ~~of Education;~~⁴ ~~, GED, or HiSET;~~
- 19 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
20 of Education/designee; or by a professional testing service in grades five (5), seven (7), and nine (9);
- 21 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 22 9. ~~Submit proof to the Director of Schools/designee, that the home school student has been vaccinated~~
23 ~~as required by state law;~~⁵
- 24 9. Submit proof to the Director of Schools/designee, that other health services and examinations as
25 required by state law have been received by the home school student;⁴ and

26

1 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
2 employ a tutor having the same qualifications as required of parent-teacher.

3 If one or more of these requirements are not met, the Board authorizes the Director of Schools/designee,
4 to take formal action to bring the child into compliance with the compulsory attendance law (until the
5 child has reached age seventeen (17), either in the home school or in a public, private, or church-related
6 school).

7 **FACILITIES USE**

8 ~~It shall be the policy of this board that public~~ School facilities shall be available for home school
9 instruction only when all of the following conditions exist:

- 10 1. Special needs courses are being taught which require services unavailable to the home school
11 student;
- 12 2. These services cannot be provided through any means other than the ~~public~~ schools;
- 13 3. Requests for services are made known by the home school parent when notice is given to the
14 Director of Schools/designee, of the intent to conduct a home school;
- 15 4. The Director of Schools/designee, investigates ~~the~~ request and makes recommendations to the
16 Board;
- 17 5. No overcrowding, additional expenses, including providing transportation, or other special
18 situations which interfere with the normal operation of the school ~~district system~~ shall be
19 incurred; and
20
- 21 6. Approval by the Board ~~shall be~~ on a case-by-case basis.
22

23 **RECORD ACCESS**

24 The Director of Schools/designee, through the Attendance Supervisor, shall have the attendance records
25 of the home school inspected at least two (2) times each school year in order to provide assistance in
26 implementing the compulsory attendance law.

27 **STUDENT PERFORMANCE⁶⁵**

28 If a home school student falls more than one (1) year behind their appropriate grade level in their
29 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have
30 taught the child at their grade level determines through appropriate means that the student is not
31 learning disabled, the Director of Schools, their/designee, shall require the parents to enroll the child
32 in a public, private, or church-related school.

33

34

35

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050 (b)(4); **Public Acts of 2023, Chapter No. 114**
5. TCA 49-6-3050(b)(6)
6. ~~TCA 49-6-5001~~

Cross References

Compulsory Attendance Ages 6.201

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Revision Date: 07/25/23
		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.

10 **Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary**
11 **hearings, shall include information on how community members can participate in the public comment**
12 **portion of the board meeting.**³

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Revision Date: 07/25/23
		Rescinds: 1.404	Adoption Date: 12/18/14

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall
7 determine whether to hear the appeal.

8 APPEARING BEFORE THE BOARD

9 ~~Individuals desiring to appear before the Board must submit a written request with descriptive~~
10 ~~materials to the office of the Director of Schools ten (10) days before the meeting. If the request is~~
11 ~~approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the~~
12 ~~agenda will be recognized at the beginning of the meeting and given time to speak when their topic of~~
13 ~~interest is addressed on the agenda. All requests submitted will be included in the board packet.~~

14 Individuals speaking to the board shall address remarks to the Chair and may direct questions to
15 individual board members or staff members only upon approval of the Chair. Each person speaking
16 shall state his/her name, address, and subject of presentation. Remarks will be limited to three (3)
17 minutes unless time is extended by the Board. The Chair shall have the authority to terminate the
18 remarks of any individual who violates state law or does not adhere to board rules.¹

19 ~~The Chair may recognize individuals not on the agenda for remarks to the Board if it is determined that~~
20 ~~such is in the public interest. A majority vote of members present can overrule the decision of the~~
21 ~~Chair. Individuals desiring additional information about any item on the agenda shall direct such~~
22 ~~inquiries to the office of the Director of Schools.~~

23 *Public Comment Period*²

24 There shall be a public comment period for each meeting with actionable items on the agenda, with the
25 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The
26 total public comment period shall be for no more than **twenty (20)** minutes. If an individual wishes to
27 address the Board, they shall contact the Director of Schools' office the preceding day before the
28 scheduled meeting to request time to speak or sign up on the form provided before the beginning of the
29 board meeting to request time to speak. Each speaker shall be given no more than **three (3) minutes**.
30 Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by
31 the Board.

1 *Adding an Item to the Agenda*

2 Individuals desiring to appear before the Board must submit a written request with descriptive materials
3 to the office of the Director of Schools ten (10) days before the meeting. If the request is approved by
4 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will
5 be recognized at the beginning of the meeting and given five (5) minutes to speak when their item is
6 addressed on the agenda. All requests submitted will be included in the board packet.

7

Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Student Concerns 6.305

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Revision Date: 07/25/23
		Rescinds: 3.202	Adoption Date: 01/24/19

1 The Director of Schools/designee shall be responsible for developing, maintaining, and acquiring
2 Board approval of the District Emergency Preparedness Plan,¹ which shall include procedures for
3 bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather
4 and medical emergencies.

5 The Principal of each school shall develop and implement emergency preparedness drills, which shall
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students, and parents.

9 **FIRE AND SAFETY DRILLS**

10 The Principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The Principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the times and dates, shall be kept
17 in each school's office.³

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

20 **ANNUAL DRILLS⁴**

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

23 1. An armed intruder drill in coordination with local law enforcement;

24 2. An incident command drill; and

25 3. An emergency safety bus drill.

26 **ARMED INTRUDER DRILLS**

1 The Director of Schools or his/her designee shall ensure that each school safety team conducts at least
 2 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

3 **AED DRILLS⁵**

4 All schools shall have at least one (1) automated external defibrillator (AED) device on premises. All
 5 schools shall conduct a CPR and AED drill to ensure faculty and students are aware of the location of
 6 device(s) and the steps that must be taken in the event of a medical emergency. The Principal shall be
 7 responsible for ensuring the drill occurs.

8 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

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

14 **REMOTE LEARNING DRILLS⁷**

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; **Public Acts of 2023, Chapter No.367**
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. **TCA 49-2-139**

Cross References

Emergency Closings 1.8011
 Safety 3.201
 Community Use of School Facilities 3.206

Greeneville City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 07/25/23
		Rescinds:	Issued: 07/25/23

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Director of Schools/**designee** shall appoint the
5 members of the threat assessment team.

6 The Director of Schools/**designee** shall develop administrative procedures regarding the training and
7 operations of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING**³

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
12 resulted in intervention and shall provide the information to the Director of Schools/**designee**.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Greeneville City Board of Education

Monitoring: Review Annually	Descriptor Term: Security	Descriptor Code: 3.205	Revision Date: 07/25/23
		Rescinds: 3.205	Adoption Date: 07/25/23

1 *General*¹

2 The Director of Schools/**designee** shall establish procedures to protect school property which shall
3 include, but not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal and state
11 law.²

12 **EXTERIOR DOORS**³

13 All exterior doors leading into a school building shall be locked at all times and access to
14 school buildings is limited to the school's primary entrance during the school day as well as
15 when students are present outside of regular school hours. If, outside of regular school hours,
16 there is a need to unlock the doors during a school activity, a school district employee shall
17 be stationed by the door to ensure access is limited to authorized persons.

18 **LAW ENFORCEMENT SERVICES**¹

19 The Principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.
20 The Principal shall notify the Director of Schools/**designee** as soon as practical, but no longer than
21 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The
22 Director of Schools/**designee** is authorized to sign a criminal complaint and to press charges against
23 perpetrators of vandalism against school property. The Director of Schools/**designee** shall report all
24 signing of such complaints to the Board.

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

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

4 **SROs⁴**

- 5 1. Any school resource officer (SRO) assigned under a memorandum shall be in compliance with
6 all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
7 time of assignment and remain compliant throughout his/her assignment.
- 8 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
9 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
10 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
11 programs shall be approved by the Peace Officers Standards and Training Commission.³
- 12 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency
13 and is subject to that agency's direction, control, supervision, and discipline.
- 14 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
15 the Director of Schools/**designee**.
- 16 5. In the event that more than one SRO is assigned to a school system, the law enforcement agency
17 shall designate one of the SROs as the SRO Supervisor or other appropriate title. The duties of
18 the SRO Supervisor, however designated, shall include, but not be limited to, the following:
 - 19 a. To represent and carry out the policies of the law enforcement agency assigning the
20 SROs;
 - 21 b. To supervise the SROs in the performance of their duties;
 - 22 c. To consult with the Director of Schools/**designee** regarding the best use of the available
23 resources for school policing; and
 - 24 d. To resolve disputes between the SROs and students or staff members.
- 25 6. The memorandum may be effective for any length of time, including continuing until terminated
26 by the parties, and may contain any reasonable notice requirement for the termination of the
27 memorandum. However, the memorandum shall contain a provision allowing the Director of
28 Schools/**designee** to suspend the active participation of any SROs in the event that they believe
29 that such suspension is best for the health, safety, and/or well-being of the students and/or
30 employees.

31 **CYBERSECURITY⁵**

32 The Director of Schools/**designee** shall develop an administrative procedure regarding the District's
33 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
34 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

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

Cross References

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Reviewed Date: 07/25/23
		Rescinds:	Adoption Date: 07/25/23

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps; and
- 8
- 9 4. Summer learning camps.

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget (providing state funding is available) and take into account any available
13 grants. The Board may adopt tuition rates for those students attending a traditional summer school
14 program.³

15 **ATTENDANCE REQUIREMENTS²**

16 Priority students, as defined by state law, shall be given the option to attend summer programs.

17 The Director of Schools shall be responsible for developing administrative procedures regarding the
18 attendance requirements of priority students in each program.

19 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

20 Students who are required to attend summer programming in order to be promoted to fourth grade shall
21 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the
22 twenty (20) days required for summer school attendance. If more days are missed, students may make
23 up a total of two (2) days. Missed days will be documented, and options for make-up days will be
24 provided by the district.

25 Parents shall be provided information on the summer program attendance policy by electronic
26 communication.

27 The Director of Schools/designee shall develop administrative procedures regarding the documentation
28 of student attendance including make up days and the administration of the post-test for students who
29 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Revision Date: 07/25/23
		Rescinds: 4.300	Adoption Date: 06/28/18

1 *General*

2 The following shall be adhered to:

- 3 1. The Board shall initially approve extracurricular activities at the district-level to ensure
4 proper support and supervision.
5
- 6 2. The principal, after obtaining the recommendation of the faculty and the Director of
7 Schools/designee, shall determine which clubs and organizations will be permitted.
8
- 9 3. Each student activity must be under the guidance and direction of a staff member.
10
- 11 4. All extracurricular activities at the school level shall have the approval of the principal.
12
- 13 5. Student activities occurring before or after regularly scheduled school hours must be under
14 the supervision of the principal/designee.
15
- 16 6. Secret organizations shall not be operated in any school.
17
- 18 7. A student shall not be required to attend an extracurricular activity that is scheduled at a
19 time which conflicts with his/her religious practices.¹
20
- 21 8. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
22 athletic programs and major events which cannot be scheduled otherwise.
23
- 24 9. Student groups shall not participate in state or national activities which are not listed as
25 approved activities by a regional accrediting association or the state and national principals'
26 associations without the approval of the Director of Schools.
27
- 28 10. A student on out-of-school suspension shall not be permitted to participate in
29 extracurricular activities.
30
- 31 11. Activities which restrict participation because of race, color, religion, sex, disabilities, or
32 national origin are strictly forbidden.²
33

34 **STUDENT CLUBS & ORGANIZATIONS³**

- 1 All students under the age of eighteen (18) shall present a signed and dated statement from their
- 2 parent/guardian before joining any club or organization or participating in activities of a club or
- 3 organization. The Director of Schools/designee shall develop administrative procedures outlining this
- 4 recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Attendance 6.200

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Library Materials	Descriptor Code: 4.403	Revision Date: 07/25/23
		Rescinds: 4.403	Adoption Date: 12/13/18

1 *General*

2 The Assistant Director of Schools for Instruction/designee shall be responsible for library collection
3 development. Library materials shall be reviewed to ensure the content aligns with state law.¹ The library
4 collection shall adhere to the following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 The Assistant Director of Schools for Instruction/designee shall be responsible for periodically
15 reviewing the district's library collection in line with these established standards.

16 **COMPLAINTS²**

17 **Tier One**

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

- 20 1. Inform the complainant of the selection procedures and make no commitments.
21
- 22 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
23
- 24 3. Inform the principal (and other appropriate personnel).
25
- 26 4. Keep challenged materials available for use during the reconsideration process.
27

28 Upon receipt of the completed form, the principal shall notify the Director of Schools/designee. The
29 principal may request review of the challenged materials by an ad hoc materials review committee
30 within 30 days. The review committee is appointed by the principal and should include certified library

1 media personnel, representatives from classroom teachers, one or more parents, and may include one
2 or more students. The principal will inform the Director of Schools of the review committee's
3 progress.
4

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

- 6
- 7 1. Read, view, or listen to the contested material in its entirety;
 - 8 2. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 9 3. Determine the extent to which the material is appropriate for the age and maturity levels
10 of the students who have access to the materials and whether the material is suitable for,
11 and consistent with, the educational mission of the school;
 - 12 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
13 the material for its strength and value.
14

15 Tier Two

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

21 Tier Three

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

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

Legal References

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

Cross References

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Revision Date: 07/25/23
		Rescinds: 4.603	Adoption Date: 05/20/19

1 *General*

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

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

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15 5. Overall academic achievement of the student;
- 16
- 17 6. Likelihood of success with more difficult material if promoted to the next grade;
- 18
- 19 7. Attendance record; and
- 20
- 21 8. Social and emotional maturity.

22 Students may be identified for retention after the February 1st deadline if the delay in identifying a
23 student is due to:⁴

- 24 1. Date of enrollment; or
- 25
- 26 2. Additional information acquired after results of local assessment, screening, or monitoring are
27 released.
- 28

29 **PROMOTION PLANS⁵**

30 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
31 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student

1 avoid retention. The plan shall be developed in coordination with the student’s teachers, IEP or 504 team,
2 if applicable, and may also include input from the student’s parent(s)/guardian(s), school counselor, or
3 other appropriate school personnel. Promotion plans shall incorporate evidence-based strategies,
4 including expectations and measurements that will verify whether a student has made sufficient progress
5 to be promoted to the next grade level, and be tailored to the student’s learning needs. Promotion plans
6 for students in third and fourth grade will include additional requirements for promoting students in these
7 grades. A copy of the plan will be provided to the student’s parent(s)/guardian(s), and the school shall
8 offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making
9 progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be
10 provided with any changes to the promotion plan.

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

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

20 **RETENTION⁶**

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

23 *Decision of Retention – General⁸*

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

- 28 1. Adjustment to the current instructional strategies or materials;
- 29
- 30 2. Additional instructional time;
- 31
- 32 3. Individual tutoring;
- 33
- 34 4. Modification to the student’s classroom assignment to ensure the student receives
35 instruction from a teacher with a level of overall effectiveness of above expectations (level
36 4) or significantly above expectations (level 5); or
- 37
- 38 5. Attendance or truancy interventions.

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

5 *Decision of Retention – Third Grade*⁹

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

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

- 10 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
11 portion of the student’s most recent TCAP test may be promoted if:
12
13 a. The student is an English language learner and has received less than two (2) full years
14 of ELA instruction;
15 b. The student was previously retained in grades K-3;
16 c. The student is retested before the next school year and scores proficient in ELA;
17 d. The student attends a learning loss bridge camp before the next school year, maintains a
18 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
19 test at the end of the camp; or
20 e. The student receives tutoring for the entirety of the next school year in accordance with
21 state law.
22
- 23 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
24 the student’s most recent TCAP test may be promoted if:
25
26 a. The student is an English language learner and has received less than two (2) full years
27 of ELA instruction;
28 b. The student was previously retained in grades K-3;
29 c. The student is retested before the next school year and scores proficient in ELA; or
30 d. The student attends a learning loss bridge camp before the next school year, maintains a
31 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
32 school year in accordance with state law.

33 *Decision of Retention – Fourth Grade*⁹

34 Students in the following categories shall show adequate growth in the following ways before being
35 promoted to the fifth grade:

- 36 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
37 next school year in accordance with state law or because of attending a learning loss bridge
38 camp must maintain a ninety percent (90%) attendance rate; and
39

1 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
 2 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
 3 student may be promoted to fifth grade.

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

5 *Decision of Retention – Students with Disabilities*¹⁰

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

10 **APPEALS**^{7,11}

11 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
 12 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
 13 made to a committee appointed by the principal within five (5) days. The student and the student’s
 14 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 15 the opportunity to address the committee. The committee shall conduct a hearing within ten (10) days to
 16 determine if the student will be promoted and issue such decision within five (5) days. Upon notification
 17 of the committee decision, the principal shall send written notification to the Director of
 18 Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 19 their right to appeal such action within five (5) days to the Director of Schools/designee.

20 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 21 decision shall be issued within five (5) days.

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

26 For students where retention is required per the additional requirements for students in third and fourth
 27 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
 28 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504);
TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)

Cross References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601

4. TRR/MS 0520-01-03-.16(4) Attendance 6.200
5. TRR/MS 0520-01-03-.16(6) Student Assignments 6.205
6. TRR/MS 0520-01-03-.16(6)(f) Homeless Students 6.503
7. TRR/MS 0520-01-03-.16(6)(e) Student Records 6.600
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*;
TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-
.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Revision Date: 07/25/23
		Rescinds: 5.106	Adoption Date: 08/27/19

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. In a continuing effort to further ensure the safety and welfare of students and staff,
4 the district shall require at the time of hire and every five (5) years thereafter, criminal history records
5 checks and fingerprinting of all employees who have proximity to children.¹ If applying for a teaching
6 position, the Director of Schools shall also check the applicant's license status in the State Board of
7 Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning
8 behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of
13 applicants shall be paid by the applicant the first time such applicant is hired for a position with the
14 Board.⁴

15 The Board assigns to the Director of Schools or designee the duty to conduct thorough background
16 checks and to advise all applicants that all hiring decisions are contingent upon satisfactory
17 background check results. Per TBI/FBI guidelines, in the event that an unsatisfactory report is returned,
18 LEA officials should not deny employment until the applicant has been afforded a reasonable amount
19 of time to correct or complete the record or has declined to do so. Greeneville City Schools shall
20 recognize a period of ten (10) business days as reasonable time for making employment decisions
21 based on an unsatisfactory background check report.

22 *Professional Employees*

23 The application must include a transcript of credits earned at the colleges or universities attended along
24 with reference information from persons such as previous employers, college professors and
25 supervisors of student teachers. Other information shall include whether such applicant has been
26 dismissed for cause from a school system.⁵ If previously employed by a local board of education, the
27 applicant shall provide evidence of acceptable resignation.

28 No person shall be employed:

- 29 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
30 of Education;⁶

31

- 1 2. Who does not present a physician's certificate showing a satisfactory health record or has any
2 contagious or communicable disease in such form that might endanger the health of school
3 children;⁸
4
- 5 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
6 Tennessee and of the United States of America;⁹
7
- 8 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
9 employment for cause;
10
- 11 5. Who does not receive a satisfactory background check;¹⁰
12
- 13 6. Who has been identified by the Department of Children's Services, **or on a similar registry in**
14 **another jurisdiction**, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
15 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷ or
16
- 17 7. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
18 of Health, **or on a similar registry in another jurisdiction.**⁷

19 *Non-Certified Employees*

20 No person shall be employed:

- 21 1. Who has any contagious or communicable disease in such form that might endanger the health
22 of the children;⁸
23
- 24 2. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
25
- 26 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
27 employment for cause;
28
- 29 4. Who does not receive a satisfactory background check;¹⁰
30
- 31 5. Who has been identified by the Department of Children's Services as a perpetrator of child
32 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
33 threat to the health, safety, or welfare of children;⁷ or
34
- 35 6. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
36 of Health.⁷

37 **EMPLOYMENT**

38 *Professional Employees*

39 After checking references and receiving written recommendations, the Director of Schools shall hire and
40 assign qualified applicants.

1 *Initial Employment*

2 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and
3 conditions of employment. Upon receipt of employment notification, such person shall respond within
4 the timeline established by state law.¹² From the date of the written acceptance, such person is
5 considered to be under employment with the Board and is subject to all rights, privileges and duties.

6 *Non-Certified Employees*

7 After checking references and receiving written recommendations from principals and/or supervisors,
8 the Director of Schools shall hire and assign qualified applicants. The offer letter of each support
9 employee shall contain a statement regarding the required ninety (90) day probationary period.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); **Public Acts of 2023, Chapter No. 222**
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Greeneville City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.1061	Revision Date: 07/25/23
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 ~~Teachers who retire~~ **Retired members** under the Tennessee Consolidated Retirement System (TCRS)
6 may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits.
7 ~~Retired teachers~~ **Retired members** may substitute teach for additional days ~~if the Director of Schools~~
8 ~~certifies in writing to the Division of Retirement that no other qualified personnel are available to~~
9 ~~substitute teach.~~¹

10 **GENERAL EMPLOYMENT CONTRACTS FOR ONE YEAR**

11 The Director of Schools may employ **retired** teachers. ~~retired for at least one (1) year for full-time~~
12 ~~employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis.~~ Retirement
13 benefits will not be lost or suspended under certain conditions which include, but are not limited to, the
14 following:²

15 ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified~~
16 ~~individuals are available to fill the position;~~

17
18 ~~2. The Commissioner of Education shall certify that the employing school district serves an area~~
19 ~~that lacks qualified teachers to serve in the position to be filled;~~

- 20
21 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
22
23 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
24 receive medical insurance coverage; and
25
26 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
27 Board for teachers with no experience filling similar positions or more than eighty-five percent
28 (85%) of the rate of compensation set by the Board for teachers with comparable training and
29 years of experience filling similar positions.

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
 3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
 4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
 6
 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
 8 retirement allowance;
 9
 10 ~~3. The retired member's employment can't be longer than a one (1) year period; however, the~~
 11 ~~retired member can be reemployed for additional one (1) year periods;~~
 12
 13 3. The retired member is not drawing disability retirement benefits; and
 14
 15 4. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment ~~and certify in writing that~~
 17 ~~the retired member has the required experience and training for the position and that no other qualified~~
 18 ~~persons are available to fill the position.~~ Once the retired member is hired by the district, the district
 19 shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of
 20 reemployment the greater of (1) a payment equal to the amount the school district would have
 21 contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.
 22

Legal References

1. TCA 8-36-805; **Public Acts of 2023, Chapter No. 425**
2. TCA 8-36-821; **Public Acts of 2023, Chapter No. 425**
3. ~~Public Acts of 2022, Chapter No. 821~~ **TCA 8-36-822; Public Acts of 2023, Chapter No. 425**

Cross References

Application and Employment 5.106
 Substitute Teachers 5.701

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Revision Date: 07/25/23
		Rescinds: 5.302	Adoption Date: 09/25/14

1 **PROFESSIONAL PERSONNEL**

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-
7 in-law, son-in-law, brother-in-law, and sister-in-law.² In addition, Greeneville City Schools recognizes
8 any of the aforementioned relationships created by marriage.

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

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

14 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
15 of their sick leave accumulation.

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

18 Any employee, upon employment, may transfer their accumulated sick leave from another Tennessee
19 school system or institution of the state who participates in the state sick leave program, provided that
20 the Director of Schools of the system in which the accumulated leave was held provides notarized
21 verification.³

22 Professional personnel employed on a temporary or half time basis or greater shall be entitled to sick
23 leave in proportion to the basis of employment.

24 **NON-CERTIFIED PERSONNEL**

25 Non-certified personnel shall earn one (1) day of sick leave for each month an employee is employed.

26 At the termination of the employment of any employee, all unused sick leave accumulated by the
27 employee shall be forfeited.

1 At the discretion of the immediate supervisor, days under three (3) may require a physician statement
2 stating the reason for the absence.

3 Three (3) or more consecutive absences shall require an employee to provide a physician statement.

4 **SICK LEAVE BANK**

5 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
6 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

7 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
8 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
9 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
10 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
11 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
12 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
13 nontransferable.⁷

14 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
15 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
16 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
17 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
18 employee.⁷

19 An employee who is a member of the sick leave bank may request an allotment of days (for the
20 employee's personal illness ~~only~~ or on account of an illness of their minor child) in the manner designated
21 by the trustees. The need for these days must be verified by a statement from a doctor.⁸

22 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
23 year.^{8,9} Membership withdrawal results in forfeiture of all days contributed.

24 The sick leave bank shall be operated in accordance with state law.^{9,10}

25 **BEREAVEMENT LEAVE**

26 *All Full Time Employees*

27 Three (3) days of bereavement leave will be granted due to the death of an employee's spouse, parent,
28 child, grandchild, sibling, grandparents (including those of the employee's spouse), father-in-law or
29 mother-in-law. One (1) day of bereavement will be granted due to the death of an employee's aunt or
30 uncle (including those of the employee's spouse), son-in-law, daughter-in-law, brother-in-law, sister-in-
31 law, or any other person living in the home of the employee as a member of the family.

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. **Public Acts of 2023, Chapter No. 151** ~~TCA 49-5-806~~
9. ~~TCA 49-5-808(j)-801~~ *et seq.*
10. **TCA 49-5-801** *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Revision Date: 07/25/23
		Rescinds: 5.305	Adoption Date: 08/28/18

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.² For the purposes of calculating FMLA leave, Greeneville City Schools uses a
6 rolling 12-month period measured backward from the date an employee uses any FMLA leave.

7 GENERAL PRINCIPLES

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

- 10 1. The birth of a child;
- 11
- 12 2. The placement of a child with the employee for adoption or foster care;
- 13
- 14 3. A serious health condition of the employee that makes the employee unable to perform the
15 essential functions of their job position;
- 16
- 17 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
18
- 19 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
20 employee is on covered active duty or has been notified of an impending call or order to
21 covered active duty in the Armed Forces.

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

26 MATERNITY/PATERNITY LEAVE

- 27 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run
28 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
29 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
30 childbirth, and nursing of a newborn child.³
31

- 1 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
 2 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
 3 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
 4 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
 5 Upon verification by a written statement from an adoption agency or other entity handling an
 6 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
 7 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
 8 to use such leave.⁴
- 9 3. Spouses who are both eligible employees of the school district are limited to a combined total of
 10 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
 11 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
 12 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
 13 who share leave for the birth or adoption of a child may be eligible for limited amounts of
 14 additional leave for other qualifying FMLA reasons.⁵
- 15 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available
 16 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An
 17 eligible employee taking leave under this provision shall not be required to utilize any other type
 18 of accrued leave during this period. All full-time employees Eligible employees include teachers,
 19 principals, supervisors, or other individuals required by law to hold a valid license of qualification
 20 for employment who have been employed with a school district full time for at least twelve (12)
 21 consecutive months.

22

23 Employees shall provide notice to the school district thirty (30) days prior to the intended use of
 24 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,
 25 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid
 26 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be
 27 used within twelve (12) months of the qualifying event. The leave shall run concurrently with
 28 FMLA leave.⁶

29

30 LEAVE FOR A SERIOUS HEALTH CONDITION^{6 7}

31 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when they
 32 are unable to work because of a serious health condition or to care for an immediate family member with
 33 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
 34 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
 35 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
 36 is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either
 37 the same or next business day.

38 LEAVE FOR MILITARY FAMILY MEMBERS

- 39 1. *Qualifying Exigency Leave*^{7 8} - Eligible employees are entitled to up to twelve (12) workweeks
 40 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,
 41 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
 42 notified of an impending call to active duty, or has been notified of an impended call to active

1 duty status in the Armed Forces. Qualifying exigencies may include:

- 2
- 3 a. Issues arising from the service member's short notice deployment;
- 4 b. Military events and related activities (e.g. official ceremonies, support programs);
- 5 c. Making or updating financial and legal arrangements;
- 6 d. Attending counseling;
- 7 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
- 8 is on short-term rest and recuperation leave during deployment; or
- 9 f. Attending post-deployment activities.

- 10
- 11 2. *Military Caregiver Leave*^{8,9}- An eligible employee who is the spouse, son, daughter, parent, or
- 12 next of kin of a covered service member or covered veteran with a serious injury or illness is
- 13 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A
- 14 covered service member is a current member of the Armed Forces, including a member of the
- 15 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
- 16 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
- 17 injury or illness.

18 A covered veteran is an individual who was a member of the Armed Forces at any time during

19 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy

20 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or

21 therapy. The calculation of this five (5) year period shall not include the interval of October 28,

22 2009 through March 8, 2013.

23 The "single twelve (12) month period" for military caregiver leave begins on the first day the

24 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is

25 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered

26 service member. The maximum of twenty-six (26) workweeks may include no more than twelve

27 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement

28 of a child for adoption or foster care, for care of a parent who has a serious health condition, or

29 for the employee's own serious health condition.

30 **INTERMITTENT LEAVE**^{9,10}

31 Eligible employees may take FMLA leave intermittently when medically necessary to care for a

32 seriously ill family member, because of the employee's own serious health condition, or for the care for

33 a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests

34 foreseeable leave for planned medical treatment and the employee would be on leave for greater than

35 twenty percent (20%) of the total number of working days in the period during which the leave would

36 extend, the school district may require that such employee elect either to take the leave for periods of a

37 particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily

38 to an available alternative position offered by the school district for which the employee is qualified and

39 that has equivalent pay and benefits and better accommodates recurring periods of leave.

40 **RESTRICTIONS**

1. Notice Requirements

- 1 a. *Employee Notice*^{10 11}- For foreseeable leave, the employee shall provide the Director of
2 Schools with at least thirty (30) days written notice before the beginning of the anticipated
3 leave.
4
- 5 b. *District Notice*- Once it has been established that the leave requested qualifies for
6 FMLA, the Director of Schools/designee shall notify the employee within three (3)
7 business days (absent extenuating circumstances) that any leave taken pursuant to state
8 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
9 compensation) shall run concurrently with FMLA leave.^{11 12} The notice may be given
10 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
11 the following pay day.^{12 13}
12

2. Certification Requirement^{13 14}

- 13 a. The Director of Schools may require that a request for leave be supported by
14 certification issued by a health care provider with the following information:
15
- 16 i. The date on which the serious health condition commenced;
 - 17 ii. The probable duration of the condition;
 - 18 iii. The appropriate medical facts within the knowledge of the health care provider
19 regarding the condition; and
 - 20 iv. A statement that the eligible employee is needed to care for the son, daughter,
21 spouse, or parent and an estimate of the amount of time that such employee is
22 needed.
- 23
- 24 b. If there is any reason to doubt the validity of the certification provided, the Director of
25 Schools may require, at the expense of the school district, an opinion of a second health
26 care provider.
27

3. Period Near the End of an Academic Term (Professional Employees)^{14 15}

- 28
- 29
- 30 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
31 Schools may require the employee to continue taking leave until the end of the term if
32 the leave is at least three (3) weeks of duration and the return of employment would
33 occur during the three (3) week period before the end of the term.
34
- 35 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
36 may require the employee to continue taking leave until the end of the term if the leave
37 is greater than two (2) weeks duration and the return to employment would occur during
38 the two (2) week period before the end of the term.

39 **REQUIREMENTS OF THE BOARD**^{15 16}

- 1 1. The employee shall be restored to the same position of employment or an equivalent position
- 2 with no loss of benefits, pay, or other terms of employment.
- 3 2. The employee shall be kept under any group health plan for the duration of the leave.
- 4 3. The Board may recover the premium paid under the following conditions:
- 5 a. The employee fails to return from leave after the period of leave has expired; and
- 6 b. The employee fails to return to work for a reason other than the continuation,
- 7 recurrence, or onset of a serious health condition or other circumstances beyond the
- 8 control of the employee.
- 9
- 10

 Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. **Public Acts of 2023, Chapter No. 399**
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

 Cross References

- Sick Leave 5.302
 Long-Term Leaves of Absence 5.304

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Revision Date: 07/25/23
		Rescinds: 5.307	Adoption Date: 08/22/13

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
 2 other violent criminal acts committed in the course of the teacher's employment ~~activities shall receive~~
 3 ~~workers' compensation or comparable benefits for up to one (1) year after the injury. A leave of absence~~
 4 ~~for personal injury resulting from an assault or other violent criminal act shall not be charged to the~~
 5 ~~teacher's sick leave, personal leave or professional leave accumulated or granted~~ **duties shall receive**
 6 **their full salary and full benefits until the teacher is released by their physician to return to work or their**
 7 **physician determines the teacher is permanently unable to return to work. If the teacher receives**
 8 **workers' compensation or other similar benefits, the Board shall pay the difference between that amount**
 9 **and the teacher's full salary.**¹

10 ~~The school system shall continue to pay the employee's full benefits including, but not limited to health~~
 11 ~~insurance benefits, until the earlier of the date on which the employee is released by the employee's~~
 12 ~~physician to return to work or the date on which the teacher is determined by the employee's physician~~
 13 ~~to be permanently disabled from returning to work.~~²

14 A signed statement listing the cause of the absence shall be provided by the employee on forms furnished
 15 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
 16 claims. A certificate from the physician on forms furnished by the Director of Schools may also be
 17 required to verify the extent of the injury.^{3 2}

Legal References

1. TCA 49-5-714(a) ; **Public Acts of 2023, Chapter No. 343**
2. ~~TCA 49-5-714(b)~~

Cross References

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

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

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Revision Date: 07/25/23
		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 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 personal money to appropriately equip a classroom.
- 22 8. Report students who commit offenses of assault and battery or vandalism on school property
23 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 24 9. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
25 a physical assault or other violent criminal act committed during the course of employment.⁶

26 Each staff member has the responsibility to:

- 27 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
28 the procedures designed to implement them;
- 29 2. To adhere to the Teacher Code of Ethics to the extent applicable^{5 7};
- 30 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
31 students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors, and members of the
2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
4 State Board regulations, board policy, and administrative procedures; and
- 5 6. Wear appropriate dress for work according to local school rules.

6 **ACADEMIC FREEDOM**

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

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

13 The teacher is responsible for exercising good judgment in selecting issues for discussion and must
14 balance the relative maturity of 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; **Public Acts of 2023, Chapter No. 153**
3. TCA 49-6-~~2802~~-4008; **Public Acts of 2021, Chapter No. 77**

Cross References

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

4. 20 USCA 1232g
5. TCA 49-5-~~4301~~ ~~1001~~ *et seq.*
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Greeneville City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="margin: 0;">Code of Conduct</h2>	Descriptor Code: 6.300	Revision Date: <b style="color: red;">07/25/23
		Rescinds: 6.300	Adoption Date: 01/24/19

1 The Greeneville City School System maintains high expectations that our students will conduct
 2 themselves appropriately at all times. At the heart of the Code of Behavior and Discipline are the virtues
 3 found in our character education program. Students are expected to use the Character Education Virtues
 4 of the Greeneville City School System to model positive behavior. In order to assist student, parents,
 5 teachers, and administrators understand what is expected by positive behavior, the Character Education
 6 Virtues are defined as follows:

- 7 **KINDNESS** - The desire to show genuine sympathy and interest on others' well-being.
- 8 **COURTESY** - The ability to display positive behaviors that may be interpreted as being considerate,
 9 respectful, generous, polite and mannerly in school, home and community.
- 10 **FAIRNESS/JUSTICE** - The conviction to consider the individual work of each citizen as an important
 11 contribution to the common good of the school or the community.
- 12 **HONESTY** - The conviction to say and/or do the morally right thing, regardless of public rejection.
- 13 **SELF-DISCIPLINE** - The ability to control one's self for the sake of improvement.
- 14 **RESPECT** - The recognition of the basic worth and value of all human beings, which results in an
 15 individual relating to others in a manner which reflects dignity and honors humanity.
- 16 **COURAGE** - The internal strength to actively support convictions and beliefs.
- 17 **PERSEVERANCE** - The ability to pursue worth-while goals in spite of obstacles and distractions.
- 18 **SELF-RESPECT** - The ability to use a belief in self-worth to recognize that choices exist in all situations
 19 and to resist negative peer pressure in making positive choices.

20 In order to ensure that students behave in an appropriate manner and to ensure that all students and
 21 teachers can learn and teach in a safe school environment, the Greeneville City Board of Education has
 22 established a Code of Behavior and Discipline. Teachers, administrators, or any school personnel are
 23 authorized to take just and reasonable measures to establish effective school discipline. The authority to
 24 control student behavior shall be extended to buses and all activities of the school. Each school Principal
 25 shall be responsible for implementation and administration in their school. They shall apply the Code of
 26 Behavior and Discipline uniformly and fairly to each student at the school without partiality or
 27 discrimination.

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as: restorative
4 practices, RTI²B, multi-tiered system of supports, behavior intervention plans. Exclusionary discipline
5 shall only be used as a measure of last resort.² The development of each code shall involve Principals
6 and staff members of each level and shall be based on evidence-based behavior supports and
7 interventions.³

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
9 protect all members of the educational community in the exercise of their rights and duties and to
10 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
12 school-sponsored outings. **Acts that occur off school property or outside a school-sponsored activity
13 that are directed specifically at a student or staff member or that creates a hostile educational
14 environment or disrupts the educational environment may be addressed under this policy.** Staff
15 members have the authority to enforce the code of conduct³ and shall ensure that disciplinary measures
16 are implemented in a manner that:⁵

- 17 1. Balances accountability with an understanding of traumatic behavior;
- 18
- 19 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
20 allowed at school;
- 21
- 22 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
23 behavioral intervention plans;
- 24
- 25 4. Creates consistent rules and consequences; and
- 26
- 27 5. Models respectful, non-violent relationships.

28 In order to ensure that these goals are accomplished, the school district shall utilize the following
29 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
30 behavior intervention plans. Principals shall use appropriate discipline management techniques when
31 enforcing the code of conduct.

32 **Administrators reserve the right to adjust progressive discipline consequences and draw on
33 professional judgment. The level of discipline imposed will be based on the severity of the
34 misbehavior.**

35 **MISBEHAVIORS: LEVEL I**

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

39 *Examples (not an exclusive listing)*

- 1 • Classroom disturbances (beyond teacher control)
- 2 • Defiance: failure to do assignments or carry out directions
- 3 • Violation of dress code
- 4 • Violation of Cell Phone Policy
- 5 • Inappropriate display of affection
- 6 • Eating or drinking in the halls and classrooms
- 7 • Inappropriate behavior in the halls, cafeteria, and school grounds
- 8 • Use of vulgar or profane language not directed at a specific person(s)
- 9 • No hall pass (misuse of pass system)
- 10 • Failure to comply with school policies or classroom policies and procedures
- 11 • Classroom tardiness
- 12 • Cheating and lying
- 13 • ~~Abusive language~~
- 14 • Failure to do assignments or carry out directions
- 15 • Any other inappropriate activities that fit the definition of Level I infractions.
- 16 • ~~Wearing, while on the grounds of a public school during the regular school day,~~
- 17 ~~clothing that exposes underwear or body parts in an indecent manner that disrupts the~~
- 18 ~~learning environment⁶~~
- 19 • ~~Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,~~
- 20 ~~cyber-bullying, and/or hazing)~~

21 *Disciplinary Procedures*

- 22 • The staff member intervenes immediately.
- 23 • The staff member determines what offense was committed and its severity.
- 24 • The staff member determines who committed the offense and if the student understands
- 25 the nature of the offense.
- 26 • The staff member employs appropriate disciplinary options.
- 27 • The record of the offense and disciplinary action shall be maintained by the staff
- 28 member.

29 **Level I Consequences**

30 Initial Teacher Warning

31 1 st Offense	1 Lunch Detention
32 2 nd Offense	2 lunch detentions & teacher contacts parents
33 3 rd Offense	3 lunch detentions & Office Referral
34 4 th Offense	Office Referral and Level II consequence

35 *Disciplinary Options*

- 36 • ~~Verbal reprimand~~
- 37 • ~~Special assignment~~
- 38 • ~~Restricting activities~~
- 39 • ~~Counseling~~
- 40 • ~~Withdrawal of privileges~~

- 1 ~~• Issuance of demerits~~
- 2 ~~• Strict supervised study~~
- 3 ~~• Detention~~
- 4 ~~• Corporal punishment~~
- 5 ~~• Out of school suspension~~
- 6 ~~• In school suspension~~
- 7 ~~• Restorative practices~~
- 8 ~~• RTI²B~~

9 MISBEHAVIORS: LEVEL II

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

14 *Examples (not an exclusive listing)*

- 15 • 4th and additional Level I offenses
- 16 • Failure to comply with Level I consequences (Ex. Creating disturbance in lunch
 17 detention.)
- 18 • Bullying, Cyber-Bullying, Harassment, or Hate Speech (sexual, ethnic, racial, religious)
 19 1st offense. *Admin reserves the right to move to Level III and above based upon
 20 investigation findings.
- 21 • Abusive language towards another person(s)
- 22 • Verbal threats, inappropriate gestures, or threatening behaviors towards another student.
- 23 • Gambling and possession of gambling devices
- 24 • Forgery-falsification of parental permission, school records, discipline notices,
 25 impersonation, checking out under false pretenses, etc.
- 26 • Improper check-in/check-out procedure
- 27 • Use of annoyances such as water pistols, water balloons, etc.
- 28 • Violation of Responsible Use Policy
- 29 • Insubordination- arguing with a staff member about an assignment, duty, or direction
 30 beyond not completing the assignment given.
- 31 • Violation of Academic Integrity Policy
- 32 • Presence in an unauthorized area
- 33 • Taunting, slapping, or any other non-violent physical contact with another student
- 34 • Inappropriate behavior resulting in minor damage, misplacement, or property loss that
 35 creates a classroom or school disturbance.
- 36 • Any other inappropriate activities that fit the definition of a Level II infraction
- 37 ~~• Continuation of unmodified Level I misbehaviors~~
- 38 ~~• Using forged notes or excuses~~
- 39 ~~• School or class tardiness~~
- 40 ~~• School or class truancy~~

- ~~• Use of tobacco~~
- ~~• Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)~~
- ~~• Disruptive classroom behavior~~

Disciplinary Procedures

- The student is referred to the Principal for appropriate disciplinary action.
- The Principal meets with the student and the staff member.
- The Principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- Parents are notified
- The Principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the Principal.

Level II Consequences

1 st Offense	1 Extended School Day
2 nd Offense	2 Extended School Days
3 rd Offense	3 Extended School Days

EXTENDED SCHOOL DAYS are held Tuesdays and Thursdays from 2:45 to 4:00 pm. Once students and parents have received the notice of extended school day dates, arrangements should be made for transportation at 4:00 pm. Extended School Days precede school club meetings, athletic practices, and other school activities held after school.

Disciplinary Options

- ~~• Teacher/schedule change~~
- ~~• Peer counseling~~
- ~~• Referral to outside agency~~
- ~~• In-school suspension~~
- ~~• Transfer~~
- ~~• Detention~~
- ~~• Suspension from school-sponsored activities or from riding school bus~~
- ~~• Out-of-school suspension~~
- ~~• Modified probation~~
- ~~• Behavior Modification~~
- ~~• Social Probation~~
- ~~• Restrict a student's school-related honor or honors~~
- ~~• Alternative School~~
- ~~• Restorative Practices~~
- ~~• Behavior Plan/Contract~~
- ~~• RTI²B~~

1 MISBEHAVIORS: LEVEL III

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

4 *Examples (not an exclusive listing)*

- 5 • 4th and additional Level II offenses
- 6 • Failure to comply with Level II consequences (Ex. Creating a disturbance in Extended
7 School Day)
- 8 • Theft (restitution required)
- 9 • Violation of Academic Integrity Policy that involves taking or sharing testing materials.
- 10 • Bullying, Cyber-Bullying, Harassment, Hate Speech 2ND Offense (sexual, ethnic, racial,
11 religious). *Admin reserves the right to move to Level IV Infraction and above based upon
12 investigation findings.
- 13 • Portrayal or actual taking pictures or video/filming a fight.
- 14 • Willful destruction or defacement of school property (restitution will be required)
- 15 • Simple fighting- any physical altercation between two or more people that results in injury
16 or the threat of injury. Fighting can include hitting, kicking, punching, biting, or other
17 forms of physical violence.
- 18 • Provoking and/or inciting a fight (Administrator will decide on the consequence 1 to 3
19 days suspension.)
- 20 • Indecent activities- including but not limited to using a cell phone during school hours to
21 take a picture or video of a student and posting to social media or like platforms to degrade
22 that student or staff member.
- 23 • Abusive language, verbal threats, inappropriate gestures, or threatening behavior toward a
24 staff member
- 25 • Portrayal (verbally, in-person, or implied) of a weapon, drug, or other devices, including
26 toys, that could represent or resemble an item that could potentially cause harm to oneself
27 or others. (Ex: Orbeez, Nerf Guns)- *Per investigation of the event, this action may be
28 considered a Level IV offense.
- 29 • Tobacco/Vape Non-THC product Possession, Use, or Distribution. Please see the
30 TOBACCO/VAPE Policy for direct consequences.
- 31 • Any other inappropriate activities that fit the definition of Level III infractions.

- 32 • ~~Continuation of unmodified Level I and II misbehaviors~~
- 33 • ~~Fighting or provoking and/or inciting a fight~~
- 34 • ~~Indecent activities~~
- 35 • ~~Abusive language, verbal threats, inappropriate gestures, or threatening behavior toward~~
36 ~~a staff member.~~
- 37 • ~~Vandalism (minor)~~
- 38 • ~~Use, possession, sale, or distribution of tobacco~~
- 39 • ~~Stealing~~
- 40 • ~~Threats to others~~
- 41 • ~~Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,~~
42 ~~cyber bullying, and/or hazing)~~

Disciplinary Procedures

- The student is referred to the Principal for appropriate disciplinary action.
- The Principal meets with the student and the staff member.
- The Principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- Parents are notified
- The Principal takes appropriate disciplinary action.
- The Principal may refer the incident to the Director of Schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and their parents of the charges against them, their right to appear at a hearing and to be represented by a person of their choosing.
- Any change in school assignment is appealable to the Disciplinary Hearing Authority. Decisions can be appeals to the Board who has final authority.
- The record of offense and disciplinary action shall be maintained by the Principal.

Level III Consequences

1st Offense 3-day suspension and conference with parents and school officials before the student can return to school. Students may be placed at George Clem Alternative Success Academy for an in-school suspension.

2nd Offense 5-day suspension/ALP and conference with parents and school officials before a student is allowed to return to school. Students may be placed at George Clem Alternative Success Academy for an in-school suspension.

3rd Offense 10-day suspension/minimum 45-day placement, determined by the administrator, ALP, and conference with parents and school officials before the student is allowed to return to school. Students may be placed at George Clem Alternative Success Academy for an in-school suspension.

Disciplinary Options

- ~~In-school suspension~~
- ~~Detention~~
- ~~Restitution from loss, damage, or stolen property~~
- ~~Out-of-school suspension~~
- ~~Social adjustment classes~~
- ~~Transfer~~
- ~~Expulsion~~
- ~~Alternative School~~
- ~~Restorative Practices~~
- ~~Behavior Plan/Contract~~
- ~~RTI²B~~

1 MISBEHAVIORS: LEVEL IV

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

6 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
7 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
8 death to another person.⁷

9 *Examples (not an exclusive listing)*

- 10 ~~• Continuation of unmodified Level I, II, and III misbehaviors~~
- 11 • 4th and additional Level III offenses
- 12 • Major Fighting - Fighting that causes serious bodily injury or harm requiring medical
- 13 intervention, including but not limited to the definition of assault and battery on a
- 14 student.
- 15 • Death threat (hit list) – including social media postings
- 16 • Extortion
- 17 • Bomb threat – including social media postings
- 18 • Stalking
- 19 ~~• Bringing to school or being in unauthorized possession of a firearm on school property*~~
- 20 ~~• Possession, use, and/or transfer of dangerous weapons*~~
- 21 • Vandalism - including vandalism of school bus.
- 22 • Theft, possession, and/or sale of stolen property
- 23 • Arson
- 24 • Victimization of any student: Bullying, Cyber-Bullying, Harassment, Hate Speech 3rd
- 25 Offense or continued behavior. (Sexual, racial, ethnic, religious).
- 26 • Use, possession, sale, distribution, and/or being under the influence of alcohol; drug
- 27 paraphernalia, including, but not limited to, vape pens/products used with or associated
- 28 with the evidence of THC and/or CBD products; OR products containing or marketed
- 29 as containing any level of THC and/or CBD products; or other illegal substances.
- 30 *Please See THC and/or CBD policy for direct consequences.
- 31 • Portrayal (verbally, in-person, or implied) of a weapon, drug, or other devices,
- 32 including toys, that could represent or resemble an item that could potentially cause
- 33 harm to oneself or others*
- 34 ~~• Assault that results in bodily injury upon any teacher, principal, administrator, any other~~
- 35 ~~employee of the school, or a school resource officer*~~
- 36 ~~• Aggravated assault*~~
- 37 ~~• Use of possession of drugs/alcohol.~~
- 38 • Gang activity or gang posturing.
- 39 • Any other conduct prejudicial to good order or discipline in the school
- 40 ~~• Possession of unauthorized substances (e.g., any controlled substance, controlled~~
- 41 ~~substance analogue, or legend drug)*~~
- 42 • Use or transfer of unauthorized substances

- Other activities unnamed but serious in nature.
- Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational processes.
- ~~Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing) hate Speech 3rd Offense or continued behavior~~
- ~~Electronic threat to cause bodily injury or death to another student or school employee*~~
- ~~Threats of mass violence on school property or at a school-related activity.^{8,*}~~

Disciplinary Procedures

- The Principal confers with appropriate staff members and with the student.
- The Principal hears the accusations and allows the student the opportunity to explain their conduct.
- The Parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported. ~~and recommendations are made to the Director of Schools.~~
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and their parent(s)/guardian(s) and their right to appear at a hearing.

Level IV Consequences

5-10 days suspension/ASA/long-term suspension up to 365 days/expulsion

Disciplinary Options

- ~~Other hearing authority or Board action which results in appropriate placement~~
- ~~Expulsion~~
- ~~Alternative Schools~~

* Designates zero tolerance offenses.

ZERO-TOLERANCE BEHAVIOR^{8,9}

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in **the behaviors listed in GCS Policy 6.309, Zero Tolerance**, will be subject to suspension for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance all together. Nothing in this code shall be constructed to prohibit the assignment of expelled students to the alternative school. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.^{8,9}

TOBACCO/ VAPING POLICY

The use and/or possession of tobacco/vaping products by students is always prohibited on school premises, including school buses during transportation to and from school and school activities. Instructional programs designed to inform students about the hazards of tobacco use and counseling

1 programs designed to discourage students from tobacco shall be included in the curriculum of each
2 school. Action for violation of the policy by students shall be as follows:

3
4 A student shall not possess, distribute, use, or be under the influence of any **vaping** products
5 in **school** buildings, on school grounds, in school vehicles or buses, or at any school-sponsored
6 activity at any time, whether on or off school grounds or while representing the school in any
7 capacity.

8
9 First Offense:

- 10 • Referral to Law Enforcement – Citation, Court Appointment
- 11 • 3-day placement at ASA for ISS

12 Second Offense:

- 13 • Referral to Law Enforcement – Citation, Court Appointment
- 14 • 5-day placement at ASA
- 15 • Alternative school orientation class

16 Third Offense:

- 17 • Referral to Law Enforcement – Citation, Court Appointment
- 18 • Placement at an alternative school for a minimum of 45 days pending
19 Disciplinary Hearing Authority decision, if requested

20
21 **THC and/or CBD POLICY**

22
23 The penalty for a vape product that **contains any level** of THC and/or CBD or **is** marketed as
24 containing **any level of** THC and/or CBD shall be placed in an alternative school for ninety (90)
25 days. After completing forty-five (45) days in the alternative school, the student may request
26 admittance to the regular school program through a behavior review team headed by the principal
27 of the student's home school. The behavior review team may reduce the placement to time served
28 upon satisfactory proof of all the following:

- 29
- 30 1. Completion of forty-five (45) "good" days at the alternative school program.
- 31 2. Twenty (20) hours of community service (approved by alternative school principal); and
- 32 3. An approved alcohol, drug and/or vape counseling and education program that would include the
33 effects and consequences of drug use on personal health and safety (approved by the alternative
34 school principal).

35
36 Parents/students shall be responsible for any expenses for counseling and community service. If a
37 student violates the vape policy a second time or while assigned to the alternative school, they
38 forfeit the right to request early readmittance to the regular school program.
39

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008
8. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
9. TCA 49-6-3401(g)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Corporal Punishment 6.314
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Revision Date: 07/25/23
		Rescinds: 6.309	Adoption Date: 07/23/13

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

- 2 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 3
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance
- 5 analogue, or legend drug on school grounds or at a school-sponsored event;³
- 6
- 7 3. Aggravated assault;⁴ or
- 8
- 9 4. Assault that results in bodily injury⁵ upon any teacher, Principal, administrator, any other
- 10 employee of the school, or school resource officer.
- 11
- 12 5. Possessing, handling, transmitting, using, or attempting to use any deadly weapon⁶ in school
- 13 buildings, on school grounds at any time, in school vehicles and/or buses or off school grounds
- 14 at a school sponsored activity, function or event.
- 15
- 16 6. Transmitting by an electronic device any communication containing credible threat to cause
- 17 bodily injury or death to another student or school employee and the transmission of such threat
- 18 creates actual disruptive activity at the school that requires administrative intervention.
- 19
- 20 7. Threats of mass violence on school property or at a school-related activity.⁷

21 Committing any of these offenses shall result in a student being expelled from the regular school
22 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
23 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
24 offenses may be assigned to an alternative school or program at the discretion of the Director of
25 Schools.⁶

26 When it is determined that a student has violated this policy, the Principal shall notify the student's
27 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.^{7 8}

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 49-6-3401(g)(2); TCA 49-6-3402
7. [TCA 39-16-517; Public Acts of 2023, Chapter No. 299](#)
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Alternative School Programs 6.319
Safe Relocation of Students 6.4081

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Reviewed Date: 07/25/23
		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 to review the materials.¹ Such notification shall include information indicating
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. ~~The~~
10 ~~survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)~~
11 ~~whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who~~
12 ~~is eighteen (18) years of age or older may participate after he/she provides written, informed, and~~
13 ~~voluntarily signed consent. Following such notification and prior to the administration of the survey,~~
14 ~~analysis, or evaluation, parent(s)/guardian(s) may opt their child out of participation.~~ The Director of
15 Schools, ~~or his/her designee~~, shall develop procedures for granting such parental requests.¹

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

- 18 1. Mental or psychological problems of the student or the student's family;
- 19 2. Sexual behavior or attitudes;
- 20 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 21 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 22 5. Legally privileged relationships;
- 23 6. Income; or
- 24 7. The collection of student biometric data involving the analysis of facial expressions, EEG brain
25 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
26 volume, posture, and eye-tracking³ without the prior consent of the student (if the student is an
27 adult or emancipated minor), or in the case of an unemancipated minor, without the prior written
28 consent of the parent/guardian.
- 29

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

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

5 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING**⁵

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

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

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

- 17 1. College or other postsecondary education recruitment or military recruitment.
- 18 2. Book clubs, magazines, and programs providing access to low-cost literary products.
- 19 3. Tests and assessments used by elementary schools and secondary schools to provide
20 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
21 students (or to generate other statistically useful data for the purpose of securing such tests
22 and assessments) and the subsequent analysis and public release of the aggregate data from
23 such tests and assessments;
- 24 4. The sale by students of products or services to raise funds for school-related or education
25 related activities; or
- 26 5. Student recognition programs.
- 27
- 28

Legal References

1. TCA 49-2-211; **Public Acts of 2023, Chapter No. 353**
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: Physical Examinations and Immunizations	Descriptor Code: 6.402	Revision Date: 07/25/23
		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
- 4 2. Participating as a member of any athletic team or in any other strenuous physical activity
5 program.

6 The Principal shall develop and implement a process of receiving and filing which will ensure the
7 confidentiality of the students' physical examinations and health records.

8 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
9 on file in the school office. Physical examinations required for athletics shall be on file in the athletic
10 trainer's office.

11 Screening tests as ~~recommended~~ **required** by the Tennessee Department of Education and the
12 Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any
13 screening result that indicates a condition that might interfere with a student's progress.
14 **Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a**
15 **coordinated school health program by submitting a request in writing to the school nurse, instructor,**
16 **school counselor, or Principal.³ ~~The school district will not conduct physical examinations of a student~~**
17 **~~without parental consent or by court order, unless the immediate health or safety of the student or others~~**
18 **~~is in question.~~³**

19 IMMUNIZATIONS

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

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

- 1 1. Their religious tenets and practices if in the absence of an epidemic or immediate threat of an
2 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 has a written statement from their doctor excusing them
5 from the 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. **Public Acts of 2023, Chapter No. 353**; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf 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)
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Past rates (annualized rates by month)

Month	2023	2022	2021*	2020*	2019	2018
January	4.25%	.04%	.07%	1.69%	2.36%	1.31%
February	4.51%	.08%	.05%	1.67%	2.38%	1.37%
March	4.64%	.19%	.04%	1.37%	2.40%	1.48%
April	4.71%	.37%	.02%	.85%	2.41%	1.64%
May	4.91%	.68%	.01%	.51%	2.40%	1.72%
June	5.06%	.97%	.01%	.38%	2.38%	1.79%
July		1.38%	.02%	.17%	2.33%	1.87%
August		1.94%	.02%	.14%	2.23%	1.91%
September		2.45%	.02%	.12%	2.14%	1.97%
October		2.95%	.03%	.11%	2.02%	2.10%
November		3.45%	.03%	.10%	1.84%	2.18%
December		3.89%	.04%	.09%	1.74%	2.26%

* Posted rates for July 2020 through February 2021 were updated April 13, 2021. For information regarding the adjustment, view [Correction of Annualized Rates by month](#)

STATE POOLED INVESTMENT FUND

INVESTMENT POLICY

REVISED AND RESTATED

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I. Definitions

The following definitions are used hereafter with respect to and for purposes of this Investment Policy:

Board – State Funding Board.

Comparable Quality – A security or investment that 1) presents minimal credit risk, 2) is denominated in United States Dollars (USD), and 3) is determined by the Board or the Investment Staff, whereby such determination is made in writing for certain investment types and retained for record retention purposes, to be of comparable quality to securities that have a credit rating within the highest tier of short-term ratings or its long-term equivalent.

Daily Liquid Assets – The following investment instruments: cash, including certificates of deposit and money market demand deposit accounts that mature within one (1) business day; U.S. Direct Obligation Securities; securities that will mature within one (1) business day, without taking into account Maturity Shortening Feature(s) for securities with a variable or floating interest rate; securities subject to a demand feature that is exercisable and payable within one (1) business day; and amounts receivable and due unconditionally within one (1) business day on pending sales of securities.

First Tier Quality – A security that 1) presents minimal credit risk, 2) is denominated in United States Dollars (USD), and 3) has an Investment Grade credit rating.

Illiquid Investment – An investment that cannot be sold or disposed of in the ordinary course of operations at its amortized cost value within five (5) business days.

Investment Grade – A credit rating within the highest tier of short-term ratings or its long-term equivalent (e.g., P-1, A-1, F1) by a NRSRO. Rating modifiers (+, -) will not be considered when determining the tier. If rated by two NRSROs and the ratings conflict, the lower tier applies. If rated by more than two (> 2) NRSROs, the highest ratings determined by at least two (≥ 2) NRSROs applies. The Board has determined that U.S. Direct Obligation Securities, U.S. Agency Securities and U.S. Instrumentality Securities to be of Comparable Quality that have been rated within the highest category of credit ratings and are deemed to be rated Investment Grade.

Investment Staff – Each Department of Treasury, Investment Division employee involved in the investment management of the SPIF.

Maturity Shortening Feature (“MSF”) – Detailed criteria used to calculate the maturity for a security or other investment with a specific feature. For purposes of this Investment Policy, the following are considered allowable:

Security	Stated Maturity	Maturity using a Maturity Shortening Feature
U.S. Government Securities with a variable interest rate	N/A	The period remaining until the next readjustment of the interest rate shall be ≤ 397 calendar days.
Other investment with a variable interest rate, not U.S. Government Securities	≤ 397 calendar days	The shorter of the period remaining until the next readjustment of the interest rate or the period remaining until the principal amount can be recovered through demand shall be ≤ 397 calendar days.
Other investment with a variable interest rate, not U.S. Government Securities	> 397 calendar days	The longer of the period remaining until the next readjustment of the interest rate or the period remaining until the principal amount can be recovered through demand shall be ≤ 397 calendar days.
U.S. Government Securities with a floating interest rate	N/A	One day.
Other investment with a floating interest rate, not U.S. Government Securities	≤ 397 calendar days	The shorter of the period remaining until the next rate adjustment or the interest rate resets or the maturity date of the investment shall be ≤ 397 calendar days.
Other investment with a floating interest rate, not U.S. Government Securities	> 397 calendar days	The period remaining until the principal amount can be recovered through demand shall be ≤ 397 calendar days.
Repurchase or Reverse Repurchase Agreement or Securities Lending Agreement	N/A	Either the i) period remaining until the date on which the repurchase (or return) of the underlying securities is scheduled to occur or ii) the duration of the notice period applicable to a demand for the repurchase (or return) of the securities, such as a put option, shall be ≤ 397 calendar days.

Nationally Recognized Statistical Rating Organization (“NRSRO”) - Any credit rating agency that is registered with the Securities and Exchange Commission (“SEC”) as such. For the avoidance of doubt, a NRSRO includes “commercial paper rating services.”

Repurchase or Reverse Repurchase Agreement – A tri-party repurchase agreement or tri-party reverse repurchase agreement whereby 1) the securities are insured and registered in the name of the state and 2) a custodian, not the counterparty, acts as an intermediary.

Second Tier Quality – A security that 1) presents minimal credit risk, 2) is denominated in United States Dollars (USD), and 3) has a credit rating description given to securities rated within the second tier of short-term ratings or its long-term equivalent (e.g., P-2, A-2, F2) by a NRSRO; rating modifiers (+, -) shall not be considered when determining the tier. If a security has been rated by two NRSROs and the ratings conflict, the security shall be considered to be in the lower tier. If a security has been rated by more than two (> 2) NRSROs, the security shall be considered to be in the highest category of ratings determined by at least two NRSROs.

Shadow Price – The net asset value per share of the SPIF calculated using total investments measured at fair value at the calculation date.

SPIF – State Pooled Investment Fund, which is also be referred to in state law as “pooled investment fund.” For purposes of this Investment Policy, the term SPIF shall also include the total investment portfolio of the SPIF, including, but not limited to, the pooled investment fund, the funds of the Local Government Investment Pool that have been commingled for investment purposes pursuant to T.C.A. §9-4-704 and any unspent proceeds of the state’s bond programs.

Stable Net Asset Value – The net asset value of one dollar (\$1.00) per share calculated using SPIF total investments measured at amortized cost at the calculation date.

Stated Maturity – The period remaining, calculated from the acquisition date, until the date on which the total or remaining principal amount is required to be unconditionally repaid in accordance with the terms of the security or other investment.

T.C.A. – Tennessee Code Annotated.

U.S. Agency Securities – Debt obligations guaranteed as to principal and interest by any agency of the United States.

U.S. Direct Obligation Securities – bonds, notes and treasury bills of the United States or other debt obligations guaranteed as to principal and interest by the United States.

U.S. Government Securities – U.S. Direct Obligation Securities, U.S. Agency Securities and U.S. Instrumentality Securities.

U.S. Instrumentality Securities – Debt obligations guaranteed as to principal and interest by any United States government-sponsored corporation. For the avoidance of doubt, “government-sponsored corporation,” includes any United States government-sponsored enterprises (“GSEs”) and any instrumentality with the express or implied backing of the United States government.

Weekly Liquid Assets – For purposes of this Investment Policy, the following investment instruments: cash, including certificates of deposit and money market demand deposit accounts that mature within five (5) business days and are expected to be held to maturity; U.S. Direct Obligation Securities; U.S. Agency Securities or U.S. Instrumentality Securities issued at a discount without provision for the payment of interest and that have a remaining maturity of sixty days or less (≤ 60); securities that will mature within five (5) business days, without taking into account Maturity Shortening Feature(s) for securities with a variable or floating interest rate; securities subject to a demand feature that is exercisable and payable within five (5) business days; and amounts receivable and due unconditionally within five (5) business days on pending sales of securities.

II. Overview and Authority

A. Introduction

The SPIF was established to receive and invest money in the custody of any officer or officers of the state, unless prohibited by statute to be invested. For investment purposes, pursuant to T.C.A. §9-4-704, funds in the Local Government Investment Pool (“LGIP”) have been commingled with state funds held in the SPIF.

B. Investment Authority

Administration and responsibility for the proper operation of the SPIF are vested with the State Treasurer. The State Treasurer may delegate certain responsibilities of day-to-day administration to Department of Treasury staff.

Implementation of the Investment Policy established by the Board is hereby delegated to the State Treasurer, who shall put such policy into effect. In implementing this Investment Policy, the State Treasurer hereby delegates certain responsibilities to the Investment Staff, including the power to invest and reinvest the SPIF in accordance with the criteria established by this Investment Policy.

C. Fiduciary Standard

The SPIF shall be invested and managed in good faith and in the best interest of the participants with the care an ordinarily prudent person in a like position would exercise under similar circumstances. Notwithstanding the foregoing, and in accordance with T.C.A. §9-4-602, the SPIF shall be invested subject to the criteria further established by the Board through this Investment Policy, as may be amended from time to time.

D. Compliance with the Law

The Board, Investment Staff and investment-related service providers are required to comply with all applicable federal and state laws, rules and regulations. The Investment Policy may reference or restate applicable laws, rules and regulations, or portions thereof, for convenience; however, in the event of any conflict between the law and this Investment Policy, the law prevails. Each fiduciary to the SPIF is ultimately responsible for compliance with applicable laws, rules and regulations.

E. Scope

The Investment Policy is binding on all persons and entities with authority over the SPIF.

III. Objective

The purpose of this Investment Policy is to support the governing principles by:

- Outlining the distinct roles and responsibilities of the Board, State Treasurer, and internal Investment Staff;
- Electing the method of measuring securities and investments for financial reporting purposes;

- Setting forth the additional investment criteria, which the Board determines to be prudent in consideration of the purposes, terms, distribution requirements and other circumstances of the SPIF and in the best interest of the participants;
- Communicating the Investment Policy, as approved by the Board; and
- Functioning as a supervisory tool, guiding the ongoing oversight of the SPIF.

IV. Roles and Responsibilities

In addition to the responsibilities described below and throughout this Investment Policy, additional duties and responsibilities outlined within federal and state laws, rules and regulations; executed contracts or agreements; or as dictated by standard business or industry practices may exist.

A. Board

- 1) Adopt an Investment Policy that establishes the additional investment criteria, which the Board determines to be prudent in consideration of the purposes, terms, distribution requirements and other circumstances of the SPIF and in the best interest of the participants;
- 2) Evaluate the investment performance of the SPIF through reports supplied by the State Treasurer and Investment Staff; and
- 3) Periodically review the actions taken by delegees in order to monitor performance and compliance with the terms of the delegation.

B. State Treasurer

- 1) Implement the Investment Policy, as approved by the Board;
- 2) Operate with a duty of undivided loyalty, investing and managing the SPIF solely in the interest of the participants;
- 3) Delegate investment, administrative and management functions that a prudent person of comparable skills would properly delegate under the circumstances;
- 4) Review and, as applicable, authorize the use of service providers and the employment of Investment Staff;
- 5) Evaluate and, as applicable, approve the processes employed and procedures established by Investment Staff;
- 6) Evaluate the investment performance of the SPIF through reports supplied by Investment Staff;
- 7) Negotiate and execute, with the advice of legal counsel, as applicable, all contracts, agreements, forms and memoranda of understanding deemed necessary or desirable for the efficient administration of the SPIF;
- 8) Monitor the SPIF' compliance with this Investment Policy and applicable federal and state laws, rules and regulations; and
- 9) Take actions that are deemed essential to protect the SPIF and participants' interests.

C. Chief Investment Officer (CIO)

- 1) Assume executive responsibility and authority, as delegated by the State Treasurer, for the ongoing evaluation and management of the SPIF, ensuring compliance with the Investment Policy, as approved by the Board, and such other guidelines, policies, procedures, internal controls, laws, rules and regulations that may apply;

- 2) Undertake the necessary authority to effectively manage and supervise the Investment Staff;
- 3) Delegate investment and management functions that a prudent person of comparable skills would properly delegate under the circumstances;
- 4) Report to and, as necessary or upon request, consult with the State Treasurer and Assistant Treasurer of Investments on administrative, organizational and investment activities;
- 5) Collaborate with Investment Staff and, as applicable, investment related service providers on development and implementation of appropriate investment strategies;
- 6) Prepare and submit reports, as required, to document investment activities;
- 7) Notify the State Treasurer of situations that merit his attention.

D. Investment Management and Staff

- 1) Assume fiduciary responsibility and authority, as delegated by the State Treasurer, for the Investment Staff member's role in the ongoing evaluation, administration and management of the SPIF;
- 2) Utilize special skills and expertise in an effort to accomplish the objectives stated in the Investment Policy;
- 3) Operate with a duty of undivided loyalty, investing, administering and managing the SPIF solely in the interest of the participants;
- 4) Source and evaluate prospective investments on an as-needed basis;
- 5) Ensure compliance with the Investment Policy and such other policies, procedures, internal controls, laws, rules and regulations that may apply;
- 6) Assist the State Treasurer, or his designee, with respect to any matters related to the SPIF;
- 7) Prepare and submit reports, as required, to document investment activities; and
- 8) Notify the State Treasurer and/or the CIO of situations that merit their attention.

V. Governing Principles

The Board has determined, in good faith and in the best interest of the participants, and hereby adopts the following set of governing principles for the oversight of the SPIF:

A. Preservation of Principal and Liquidity

The SPIF shall be designed to be consistent with preservation of principal and shall hold liquid assets sufficient to meet reasonably foreseeable redemptions and operating requirements.

B. Amortized Cost and Stable Net Asset Value

The Board elects to measure for financial reporting purposes all of its investments and securities at amortized cost and transacting with participants at a Stable Net Asset Value.

C. Benchmark

The performance of the SPIF is closely correlated to the average yield of the one-month U.S. Treasury Bill. The performance benchmark for the SPIF will be a 30-Day U.S. Treasury-Bill index.

D. Authorized Investment Instruments and Investment Activities

The Board, in accordance with T.C.A. §9-4-602, hereby authorizes and empowers the State Treasurer and Investment Staff to invest and reinvest the SPIF in the following securities and investment activities, subject to all the terms, conditions, limitations and restrictions imposed, as applicable, by this Investment Policy and other policies, procedures, internal controls, laws, rules and regulations that may apply:

- U.S. Direct Obligation Securities
- U.S. Agency Securities;
- U.S. Instrumentality Securities;
- Repurchase or Reverse Repurchase Agreements;
- Certificates of deposit;
- Prime commercial paper;
- Prime banker's acceptances; and
- Securities lending agreements.

For the avoidance of doubt, money market demand deposit accounts shall be considered cash.

E. Use of Demand Features or Guarantees

If a security, underlying collateral, or other investment is subject to a guarantee or demand feature and the guarantee or demand feature is not being relied upon, the guarantee or demand feature shall be disregarded for the purposes of calculating maturity, quality, diversification or liquidity.

VI. Additional Investment Criteria

The Board hereby imposes the additional investment criteria, which the Board determines to be prudent in consideration of the purposes, terms, distribution requirements and other circumstances of the SPIF and in the best interest of the participants. The disqualification of an investment under one (1) section of this Investment Policy does not prevent its qualification in whole or in part under another section.

A. Maturity

No security or investment purchased shall have a remaining maturity greater than three hundred ninety seven calendar days (i.e. maturity \leq 397 calendar days), as determined by using either the Stated Maturity or an applicable Maturity Shortening Feature. For purposes of this Investment Policy, the detailed criteria used to calculate the maturity for a security or other investment with a specific feature are listed under the Maturity Shortening Feature definition.

The weighted average maturity ("WAM") of the SPIF cannot exceed sixty days (i.e. WAM \leq 60 days), calculated using Maturity Shortening Feature(s) for securities with a variable or floating interest rate.

The weighted average life ("WAL") of the SPIF cannot exceed one hundred twenty days (i.e. WAL \leq 120 days), calculated using Stated Maturity without using the Maturity Shortening Feature(s) for securities with a variable or floating interest rate.

B. Quality

The quality of the following securities shall be evaluated in terms of the minimum quality criteria listed:

Security Type	Minimum Quality Criteria
<p>U.S. Direct Obligation Securities, U.S. Agency Securities or U.S. Instrumentality Securities</p>	<p>First Tier.</p> <p>If the security is subject to a guarantee, the security shall have met the First Tier quality criteria, if the guarantee or guarantor has an Investment Grade credit rating or be of Comparable Quality.</p> <p>If the security is subject to a conditional demand feature, the security shall be First Tier and the conditional demand feature, itself, shall have an Investment Grade credit rating or be of Comparable Quality.</p>
<p>Repurchase or Reverse Repurchase Agreement</p>	<p>A counterparty, or its parent, shall have an Investment Grade credit rating, be a primary dealer as defined by the Federal Reserve Bank of New York, or be of Comparable Quality.</p> <p>The fair value of the underlying collateral shall be at least equal to the resale price provided in the Repurchase or Reverse Repurchase Agreement.</p>
<p>Certificates of deposit and Money market demand deposit accounts</p>	<p>Funds shall be custodied in a state depository pursuant to T.C.A. §9-4-107 and collateralized in accordance with T.C.A. §9-4-403. Such depository institutions are deemed by the Board to be of Comparable Quality to Investment Grade depository institutions.</p> <p>The underlying collateral is limited to those securities and investments authorized under T.C.A. §9-4-103, excluding surety bonds.</p> <p>The interest rates paid on certificates of deposit or money market demand deposit accounts shall be established by the Investment Staff and based on current market conditions, specified maturity dates and cost of collateralization. The interest rates shall be periodically evaluated and, as necessary, readjusted.</p>
<p>Prime Commercial Paper</p>	<p>First Tier, but the security shall have an Investment Grade credit rating by at least two (≥ 2) NRSROs and the issuer shall be approved in writing by the CIO.</p> <p>If the security is subject to a guarantee, the security shall have met the First Tier quality criteria, if the guarantee or guarantor has an Investment Grade credit rating or be of Comparable Quality.</p> <p>If the security is subject to a conditional demand feature, the security shall be First Tier and the conditional demand feature, itself, shall have an Investment Grade credit rating or be of Comparable Quality.</p>

Security Type	Minimum Quality Criteria
Prime Banker's Acceptances	<p>First Tier, the security or issuer shall have an Investment Grade credit rating, and the security shall be eligible for purchase by the federal reserve system.</p> <p>If the security is subject to a guarantee, the security shall have met the First Tier quality criteria, if the guarantee or guarantor has an Investment Grade credit rating or be of Comparable Quality.</p> <p>If the security is subject to a conditional demand feature, the security shall be First Tier and the conditional demand feature, itself, shall have an Investment Grade credit rating or be of Comparable Quality.</p>
Securities Lending Agreement	<p>The underlying collateral is limited to First Tier U.S. Direct Obligation Securities, U.S. Agency Securities or U.S. Instrumentality Securities, which may be subject to a guarantee or conditional demand feature, cash or other securities as allowable under T.C.A. §9-4-103, excluding surety bonds.</p> <p>The fair value of the underlying collateral shall be at least equal to one hundred and two percent ($\geq 102\%$) of the fair value of the borrowed securities or one hundred percent ($\geq 100\%$) of the fair value of the borrowed securities for cash collateral.</p>

If a security, after acquisition, or underlying collateral of a Repurchase or Reverse Repurchase Agreement is downgraded:

- to Second Tier Quality, the SPIF may continue to hold the security so long as the total amount of Second Tier Quality securities do not constitute more than three percent ($> 3\%$) of the SPIF at each fiscal year end.
- Below Second Tier Quality, the SPIF shall divest of the security prior to each fiscal year end.

C. Diversification

Less than five percent ($< 5\%$) of the SPIF shall be in investments of any one issuer of securities.

Less than ten percent ($< 10\%$) of the SPIF shall be in investments of any one issuer of a demand feature or guarantee.

At each fiscal year end, the SPIF shall hold less than one-half of one percent ($< 0.5\%$) of SPIF in any one issuer of Second Tier Quality securities. If the Second Tier Quality securities are subject to a demand feature or guarantee, less than two and a half percent ($< 2.5\%$) of the SPIF shall be of any one provider of demand features or guarantees.

The diversification limitations listed above shall not apply to or include U.S. Government Securities.

For the purposes of calculating portfolio diversification, the following considerations should be made:

- one issuer controls (i.e., owns more than fifty percent of an issuer's voting securities) another issuer(s), such issuers will be deemed a single issuer;
- two or more (≥ 2) issuers are under common control (i.e., entity owns more than fifty percent of the issuers' voting securities), such issuers will be deemed a single issuer;
- a Repurchase or Reverse Repurchase Agreement, the collateral is to be considered;
- a refund security, the escrowed securities are to be considered;
- a conduit security, the entity ultimately responsible for the payments of principal and interest is to be considered;
- an asset-backed security where the obligations of a single entity constitute ten percent or more ($\geq 10\%$) of the assets that back the security, the entity, itself, is to be considered, proportionally; and
- a secondary asset-backed security where the obligations of a single entity constitute ten percent or more ($\geq 10\%$) of the assets that back the secondary security, the entity, itself, is to be considered, proportionally.

Portfolio diversification will be assessed on a monthly basis.

D. Liquidity

Less than five percent ($< 5\%$) of the SPIF shall be in Illiquid Investments.

At least ten percent ($\geq 10\%$) of the SPIF shall be in Daily Liquid Assets and at least thirty percent ($\geq 30\%$) of the SPIF shall be in Weekly Liquid Assets.

Additionally, the SPIF shall not be invested in more than:

- three hundred and fifty million dollars ($\leq \$350,000,000$) of prime commercial paper issued by any one issuer, excluding prime commercial paper that matures on the next business day; and
- twenty-five million dollars ($\leq \$25,000,000$) of prime banker's acceptances issued by any one issuer.

Furthermore, the total fair value of securities on loan under securities lending agreements shall not exceed fifty percent ($< 50\%$) of the fair value of the SPIF on any day.

Portfolio liquidity will be assessed monthly.

VII. Risk Management and Monitoring

A. Shadow Price

No earlier than five (≤ 5) business days prior to and no later than the end of the month, each month, the Investment Staff shall calculate the Shadow Price. The Shadow Price shall not deviate (+ or -) by more than one half of one percent ($> 0.5\%$) from the Stable Net Asset Value.

B. Stress Testing

To minimize principal volatility, the Board hereby determines micro stress testing, to identify specific issues of concern (e.g., exposure to short-term interest rates, an increase in redemptions, a default of a specific security, etc.), and macro stress testing, to quantify the impact of worst-case economic scenarios, shall be annually conducted on the SPIF.

Such stress testing may be outsourced to a third-party or conducted by the Investment Staff using an industry-recognized model.

The results of the micro and macro stress testing shall be timely submitted in writing to the Board. The Board shall review the results and determine if 1) it is in the best interest of the SPIF and participants to continue to measure the SPIF at a Stable Net Asset Value and 2) changes to investment policy or strategy are required.

C. Deviation

Upon discovery of a deviation from the investment criteria or requirements prescribed in this Investment Policy, the Investment Staff and the Department of Treasury compliance staff will initiate steps to resolve any noncompliance and develop controls to ensure future compliance. Within thirty (30) business days after discovery, any such deviation shall be reported to the State Treasurer who may grant an exception to resolve the deviation.

Investment Staff and the Department of Treasury compliance staff will attempt to ensure all remediation efforts are completed with ninety (90) business days after discovery of the deviation. In the event remediation takes longer than ninety (90) days, Investment staff will submit a written corrective action plan to the State Treasurer for approval.

Any deviations and remediation efforts shall be reported in writing to the Board in a timely manner.

D. Safekeeping and Custody

To mitigate custodial credit risk, the SPIF shall be held by the Federal Reserve Bank or by an eligible custodian bank, savings and loan association or trust company that is duly selected and contractually bound and held in the name Treasurer of the State of Tennessee, or such name that is substantially similar thereto.

E. Trading, Brokerage and Research

Best execution, cost and benefits that serve the exclusive interest of the participants are the overriding principles in determining the trading and brokerage counterparty to be used in any transaction. The State Treasurer and Investment Staff are hereby authorized to transact with duly selected trading and brokerage counterparties. Selection of trading and brokerage counterparties shall be subject to the qualifications and processes established by the Investment Staff and approved by the State Treasurer.

F. Treasury Compliance

The Department of Treasury compliance staff will ensure efficient and effective development and administration of a compliance program that is reasonably designed to prevent, detect and, if

necessary, remedy violations of the laws, rules, regulations, and policies applicable to the Department of Treasury Investment Division's investment and securities activities.

G. Segregation of Duties

To aid in the safeguarding of the SPIF, the Department of Treasury internal audit staff shall periodically evaluate risk control areas as to their adequacy, efficiency and effectiveness. Additionally, the State Treasurer shall ensure that critical investment performance reporting, accounting and legal, compliance and audit functions are segregated within the Department of Treasury.

H. Investment Procedures

The Board and State Treasurer deem procedures integral components to the implementation of the Investment Policy and effective oversight of the SPIF. At a minimum, the Investment Staff shall implement written procedures related to trade management and supervision, conflicts of interest, performance reporting and stress testing.

I. Conflicts of Interest

The Investment Staff are required, under separate policies, to notify the Department of Treasury's compliance officer of a conflict of interest or the appearance of a conflict of interest. In the event a disclosed conflict of interest or apparent conflict of interest is related to a specific investment recommendation or transaction, the Department of Treasury's compliance officer will ensure that such disclosure, if material, is made in writing to the Board at the next scheduled meeting.

VIII. Reporting

A. Monthly Holdings Report and Yield

No later than five (≤ 5) business days after the end of the month, each month, the Investment Staff shall issue a holdings report, based on securities and investments held as of the last business day of the month, that includes, at a minimum, the following:

- 1) a description of each security and investment, as further described below;
- 2) the WAM and WAL;
- 3) the Shadow Price; and
- 4) the month-to-date time weighted return.

A description of each security and investment shall include:

- 1) Name of the issuer;
- 2) Category of investment;
- 3) CUSIP number (if any);
- 4) Principal amount;
- 5) Stated Maturity
- 6) Maturity using a Maturity Shortening Feature, if different than Stated Maturity;
- 7) Coupon or yield; and
- 8) Amortized cost value.

The holdings report shall be posted to the Department of Treasury's internet site. The current and prior five (5) months' holdings reports shall be available on the Department of Treasury's internet site.

The monthly rate will be posted to the Department of Treasury internet site. The current and prior 24 months' rate shall be available on the Department of Treasury's internet site.

B. Quarterly Investment Report

After the end of each quarter, Investment Staff shall prepare a written review of the investment activity. The review shall be approved by the CIO. The State Treasurer shall electronically submit a detailed, written review of the investment activity to the Board.

C. Annual Report

Annually, Investment Staff shall prepare and the State Treasurer shall electronically submit a comprehensive investment report to the Board. This report shall include, at a minimum, twelve-month performance returns compared to the benchmark, the administrative fee charged to participants as authorized in accordance with T.C.A. §9-4-603, and any recommendations to investment policy, investment strategy or the administrative fee.

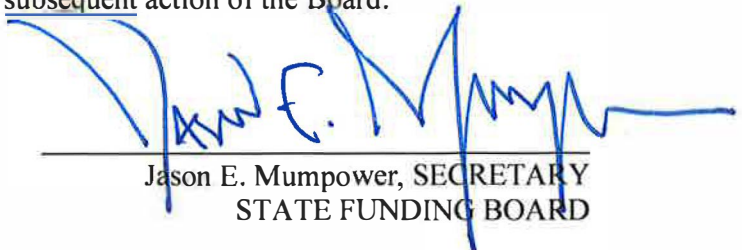
IX. Treasurer Authority

The Board hereby authorizes the State Treasurer to take, for and on behalf of the SPIF, all actions necessary to comply with applicable federal and state securities laws, rules and regulations. In implementing such, the State Treasurer may delegate certain responsibilities to the Department of Treasury staff or service providers.

The State Treasurer is authorized to provide written interpretive guidance and approve in writing, from time to time, exceptions from the requirements contained within the Investment Policy in furtherance of compliance or as deemed in the best interest of the participants, consistent with both fiduciary standards and the scope of the Investment Policy. Such interpretive guidance or exceptions shall be reported in writing to the Board at its next meeting.

X. Approval and Adoption

The Board approved and adopted this revised and restated Investment Policy of the State Pooled Investment Fund at its meeting on the 15 day of June, 2022 and such Investment Policy shall only be changed by subsequent action of the Board.



Jason E. Mumpower, SECRETARY
STATE FUNDING BOARD



We have prepared a quote for you

zSpace QTY 11

Quote # 017281
Version 1

Prepared for:


Greeneville City Schools

Beverly Miller
millerb@gcschools.net

Products

Description	Price	Qty	Ext. Price
HW-ZLS-02-01 zSpace Learning Station Inspire (includes Stylus, Stylus Sensor Module, and zSpace StudioA3) w/ 1 yr warranty and configuration	\$3,704.05	11	\$40,744.55
EDU-SW-CSA-LT-02-12 *SW License: VIVED Science	\$1,187.50	11	\$13,062.50
HW-CART-20-01 zSpace Inspire Charging Cart (prewired for charging), Capacity 20	\$3,609.05	1	\$3,609.05
EDU-SVC-ONB-00-03 zSpace hosts and facilitates a Remote Onboarding Call , a Remote Tech Check, and a 1- hour of zSpace Orientation. Does not include support for Windows Updates or other software not sold and fulfilled by zSpace. Includes enhanced technical support for 30 d	\$900.00	1	\$900.00
EDU-SVC-RPD-00-02 Remote Professional Development - Single Session	\$360.00	3	\$1,080.00
SW-PRM-ZVU-01-00 Perpetual SW License: zView Software	\$142.50	1	\$142.50
HW-ZVU-03-01 zView Camera and Tripod for zSpace AIO, AIO Pro, or Inspire)	\$189.05	1	\$189.05
SVC-EWS-INS-36 This service contract adds 2 years to the Base and Pro Laptop Limited Warranty, providing Mail-In/ Carry-In service for a total of 3 years as administered by Acer. Includes 3 years of Accidental Damage Protection that starts with the date of the Manufactu	\$229.00	11	\$2,519.00

Subtotal: **\$62,246.65**

 Statement of Work

*Device-Specific Software: All device-specific licenses will expire on 6/30/2028

**User-Specific Software: All user-specific licenses will expire 365 days from the date of activation. All activations must occur by 6/30/2028

Purchasing Vehicle

Description	Qty
SEVIER Sevier County Schools - Contract 011522SCS	1

zSpace QTY 11



Prepared by:

Knoxville HQ

Monica Farner
800-315-4132
monica@centralinc.com

Prepared for:

Greeneville City Schools

129 W Depot St
Greeneville, TN 37743
Beverly Miller
(423) 787-8000
millerb@gcschools.net

Quote Information:

Quote #: 017281

Version: 1
Delivery Date: 07/17/2023
Expiration Date: 07/28/2023

Quote Summary

Description	Amount
Products	\$62,246.65
Total: \$62,246.65	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Knoxville HQ

Signature: Monica Farner
Name: Monica Farner
Title: VP Client Services
Date: 07/17/2023

Greeneville City Schools

Signature: _____
Name: Beverly Miller
Date: _____

Directors Update to the Board

Tuesday, July 25, 2023

1. I want to thank the Board members who were able to attend the recent TSBA Summer Law Institute. With seventy-six new laws passed during the most recent legislative session that pertain to education, we are very appreciative of your commitment to stay current and to be informed which will enable you to make the best possible decisions for students, educators, parents, and the community.
2. We are excited to welcome Dr. Kimber McIntyre and Dr. Jeff Gray as new assistant principals at Greeneville High School and we also want to welcome Nancy Philbeck to Greeneville Middle School as a new assistant principal. We feel they are great additions to the already strong administrative teams at GHS and GMS.
3. The Tennessee Department of Education, Extended Learning Programs has extended a renewed 21st Century Community Learning Center (CCLC) Cohort 2019 grant award to Greeneville City Schools in the amount of \$313,950.00. The grant award period is from July 1, 2023–June 30, 2024. This is the fifth year of a five-year grant cycle. We will be reapplying for this grant in the spring of 2024.
4. We received word from the TN Dept. of Mental Health that we are eligible for an additional allocation for FY24 in the amount of \$243,925.00 from the Building Resilient School Communities funds. These funds will also allow us to further strengthen our partnership with Frontier Mental Health to meet the mental health needs of students during the 23-24 school year.
5. Following the tragic events at Covenant School, Governor Lee and the General Assembly included a one-time, non-recurring investment of \$40 million in public school security grants for the 2023-24 fiscal year budget. This funding allocation is part of Governor Lee's School Safety Initiative which puts a priority on ensuring Tennessee students have a safe school environment to learn, grow, and thrive. We have been notified that we have an allocation of **\$118,515**.
6. We are excited to announce a partnership between the Greeneville Police Department SRO Team, the Greene County Anti-Drug Coalition, and GCS to offer the LEAD program to GCS 5th grade students. The LEAD (Law Enforcement Against Drugs) program is the most rapidly growing school-based K-12 Drug & Prevention Program in the United States with certified instructors in thirty-two states. They offer the most effective evidence-based tested and proven K-12 ATOD (alcohol, tobacco, and other drugs) curriculum delivered by Law Enforcement and Educators in the United States. School Resource officers will be instructing our GCS 5th graders.
7. I want to invite each of you to our New Employee Breakfast tomorrow morning which will be held here in the Professional Development Center (PDC) of the Kathryn Leonard Central Office. Breakfast will begin at 7:30 am. Please arrive a few minutes early to welcome the new employees.

8. Friday, July 28 is our opening convocation for the 23-24 school year. Breakfast will begin in the GHS cafeteria at 7:15 am and the program will begin at 8:00 a.m. in the Niswonger Performing Arts Center. Our keynote speaker, Jim Mahoney, is a former teacher, principal, and superintendent in Ohio, founding Executive Director of Battelle for Kids, and author of the book, "To Lead is to Teach." He has also been the facilitator for the Eastern States Consortium, of which GCS is a member since its inception in 2005.
9. The first day of school for students will be Wednesday, August 2nd which is an abbreviated day. Schools have been communicating their August 2nd schedule via social media and on their websites. The first full day of School will be Friday, August 4. We cannot wait to welcome our students back and begin the 2023-24 school year!
10. Congratulations to GHS senior Hank Hope who will be serving as our Student Board Member for the 23-24 school year. We look forward to Hank's service on the Board and the perspectives and input he will provide. Hank's first meeting will be the August Board meeting.
11. Our joint meeting with the City Council originally scheduled for July 27, 2023, has been postponed and will be rescheduled at a later date. I will communicate with you when the date is finalized.

Respectfully submitted by Steve Starnes