

Board of Education
January 26, 2023 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Thursday, January 26, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:02 pm. Boston advised, welcome ladies and gentlemen to our meeting. It is absolutely marvelous to see this many smiling faces. I am going to call this meeting to order.

BOARD MEMBERS:

Teresa Boston: Present
Mr. Nick Davis: Present
Ms. Anita Hale: Present
Mrs. Rebecca Hamby: Present
Mr. Chris King: Present
Ms. Sheri Nichols: Present
Robert Safdie: Present
Ms. Shannon Stout: Present
Ms. Elizabeth Stull: Present

OTHERS PRESENT:

Earl Patton (Attorney)
Moira "Mo" Charnot (Media)
Julia Timson (CCEA Representative)

STUDENT REPRESENTATIVES:

CCHA - Megan Melechea
SMHS - Neil Parek
Phoenix - Elijah Vandever

1. Call to Order- Ms Teresa Boston- (See above)
2. Moment of Silence/Pledge of Allegiance- Ms. Teresa Boston -
Boston led the board members in a Moment of Silence. After a moment of silence, Raelyn Sohl and Cooper Hillis from Homestead Elementary led the audience in the Pledge of Allegiance. Raelyn and Cooper were awarded a certificate of appreciation for their participation in tonight's meeting.

-Raelyn Sohl Homestead Elementary
-Cooper Hillis Homestead Elementary

3. Welcome to Visitors- Ms. Teresa Boston - Boston welcome and thanked the visitors for attending and showing interest in the children.
4. Kids First Recognition- Ms. Barb Duncan - (See Exhibit #1) Assistant Principal Mrs. Lowe nominated Barb Duncan for the Kids First Award. Stepp awarded Barb Duncan for exceptional selfless service to the kids of Cumberland County Schools.
5. Charitable Fund - (See Exhibit #2) Dr. Wood stated the charitable fund started in 2005 with \$5000 as a special contribution for the Spring and Fall semester. This semester we will be donating \$17,700. Dr. Wood also asked for more participation from the community so teachers do not have to spend their own money on school supplies, and students that cannot afford the supplies suffer. He hopes everyone will contribute in the future and spread the word. Farley read the names of the Charitable Fund Spring 2023 recipients.

Charitable Fund Spring 2023

Brown Elementary	Kasi Lewis	5th grade ELA	\$	250
Brown Elementary	Miranda Sims	5th grade Science/SS class	\$	675
Crab Orchard Elementary	Jessica Marsee	Music/Band/Choir	\$	300
Crab Orchard Elementary	Lindsay Armes	5th grade Science Class	\$	300
Crab Orchard Elementary	Lindsay Armes	BETA Club	\$	500
Homestead Elementary	Wadlington/Conner	SWPBS	\$	200
Homestead Elementary	Lauren Mathews	PE	\$	200
Homestead Elementary	Jacqueline Smith	8th grade ELA/SS	\$	500
Homestead Elementary	Wendy Bridges	STEAM Club	\$	200
Martin Elementary	Kristina Turner	ESL Fam. Literacy Night	\$	400
Pine View Elementary	Tina Niles	5th/6th grade ELA	\$	263.50
Pine View Elementary	Tina Niles	JV/V Boys/Girls Basketball	\$	400

Pine View Elementary	Heather Jones	JV/V Cross Country	\$	500
South Cumberland	Mario Laborde	Band	\$	200
South Cumberland	Sarah Pharris	Library/AR Millionaire Club	\$	400
South Cumberland	Tiffany Brewer	BETA Club	\$	500
Stone Elementary	Kristin Lopez	Band	\$	1,137
Stone Elementary	Sheri Sather	ESL Fam. Literacy Night	\$	200
Stone Elementary	Shannon Brown	Art/Visual Arts	\$	250
Stone Elementary	Davis/Smith	PBS	\$	250
Stone Elementary	Grenz/Gibson	Cross Country	\$	250
Stone Elementary	Blaze Dishman	PE	\$	250
CCHS	Daniel Rickman	Graphic Arts/Design Club	\$	500
CCHS	Carla Pratt	FBLA	\$	500
CCHS	Anna Pickard	Freshman Academy	\$	300
CCHS	Bekki Atkinson	Reader Volunteer Club	\$	400
CCHS	Stuard Bowen	Track & Field	\$	500
CCHS	Randy Herring	Golf Teams	\$	500
SMHS	Williams/Phillips	Food Pantry	\$	500
SMHS	Annalee Dunbar	Pharmacology Class	\$	1,125

SMHS	Eleni Fragopoulos	Theatre Club	\$	1,000
SMHS	Brittany Bilbrey	Craft Club	\$	250
SMHS	Kidwell/Hicks/Miller	Counselors	\$	500
SMHS	Kylee Johnson	Class of 2024	\$	750

6. Special Recognition- Ms. Teresa Boston- Boston acknowledged and thanked student representative Megan Melechea for being present tonight.

Student Representatives
[CCHS-Megan Melechea](#)
[SMHS-Neil Parek](#)
[Phoenix-Elijah Vandever](#)

7. Roll Call - (See above)
8. Declaration of Conflict- Mr. Earl Patton - Declarations of Conflict- Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Boston and King certified by saying individually, "I do."
9. *Approval of December Minutes - (See Exhibit #3) There was no discussion. A Voice Vote was taken.

Motion to approve the December minutes.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) King

Yes: 9, No: 0

MOTION: Motion Carried

10. *Approval of Agenda - (See Exhibit #4) There was no discussion. A Voice Vote was taken.

Motion to approve the agenda but move 16.C. to fall under 17.C. to incorporate into the Budget Committee

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 9, No: 0

MOTION: Motion Carried

11. Acknowledgement of Elected Officials - Boston acknowledged and thanked Elected Officials, Mrs. Colleen Mall and Mr. Joe Sherrill for being present tonight.
12. Community Comments - Boston stated there are three community members that have signed up to speak before the board.

Patricia Lewis - 3381 Potato Farm Rd.

Subject: 3rd Grade Retention Act to be amended and go back to letting the school boards decide.

Julia Timson - 6960 South York Highway, Clarkrange TN

Subject: CCEA was recently removed from participating with the board. A Voice for the teacher. We would like this group to be reinstated.

Barbara Smith - 97 Heritage Loop Crossville, 38571

Subject: Follow up on the 3rd Grade Retention Act. Requested and encouraged the board to hold Community Information Forum.

13. School Board Reports
 - 13.A. TLN Report- Ms. Shannon Stout Stout reviewed the TLN Report.
14. Board Member(s) Report from Training(s) - Board members discussed different trainings and webinars they've participated in the past month.
15. Legal Report- Mr. Earl Patton - Patton stated there are no new litigations or updates on current litigations. He will follow up with Mr. Williams, who's handling a couple of cases and report back to the board next month.
16. Director's Report- Mr. William Stepp
 - 16.A. *Tenure Recommendations - (See Exhibit #5) Stepp stated the Tenure Recommendations and mentioned there was a correction on the name list. The 10th name down should be Ashton Hayes and I assure you Mrs. Hayes but all other information is correct. No other discussion was had.

Farley read off the following names and Stepp presented each teacher with a certificate.

2022-2023 Tenure Recommendations

Cindy Kemmer

Brown Elementary

Andrew Owen Brown Elementary

Aaron Marsee (Reinstatement) Brown Elementary

April Shelton Crab Orchard
Elementary

Wendy Bridges Homestead Elementary

Lauren Mathews Homestead Elementary

Ashlee Norris Martin Elementary

Emily Butters Martin Elementary

Rose Davis Martin Elementary

Ashton Hayes North Elementary

Tammy Phillips Pleasant Hill
Elementary

Sharon Miller Phoenix School

Ginnie Wheeler Phoenix School

Chelsea Phillips SMHS

Mary Jane Allen
(Reinstatement) CCHS

Motion to approve the tenure recommendations.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) King

Yes: 9, No: 0

MOTION: Motion Carried

16.B. *Approval of Application for National School Lunch Program Equipment Assistance Grant - (See Exhibit #6) Boston asked if we know how much money the grant is. Stepp clarified the application form does not indicate the dollar amount or if it's a competitive grant. We only need approval to apply for the grant. A Voice Vote was taken.

Motion to approve to apply for the grant.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Hale

Yes: 9, No: 0

MOTION: Motion Carried

16.C. *Chief Operations Officer Salary - (moved to the Budget Committee 17.C)

16.D. Safe Schools Grant - (See Exhibit #7) Stepp stated the Safe Schools Grant letter that was received shows how much money was received and the budget. We talked about the budget before and it's developed off of the Safe Schools Assessment that we have to do every year, which is required by the government. Boston asked the grant says \$37,250 matching funds, where does this match come from? Stepp explained every local has to match. Our match comes from paying for the Safe School Counselors. So we spend a more than the \$37,250 that's listed there. Our five Safe School Counselors are paid through our general fund and that's considered the matching part of this grant. After explanation, Boston said I'll entertain a motion to approve. A Voice Vote was taken.

Motion to approve.

VOICE VOTE: (mover-yes) Safdie

(seconder-yes) Stout

Yes: 9, No: 0

MOTION: Motion Carried

16.E. Supporting Postsecondary Access in Rural Communities Grant - (See Exhibit #8) Stepp state this money will go towards CTE strengthening up I think our STEM classroom is the majority of it at CCHS, so that matches Stone Memorial High Schools.

16.F. Annual Planning Calendar - (See Exhibit #9)

16.G. FYI - (See Exhibit #10)

16.G.1. Administrative Meeting Agenda

16.G.2. Attendance Report

16.G.3. Personnel ReportText text text text text discussion discussion discussion.

16.G.4. Substitute List- discussion. discussion discussion discussion

16.G.5. Professional Development Report

16.G.5.a. *Robert's Rules of Order - The board decided during the January 14th strategic planning meeting, they would have Ben Torres with TSBA present on Robert's Rules of Order. The board discussed in-person vs. Zoom presentation. An in-person presentation will cost \$1,500. Zoom session will cost nothing. Boston advised, the Budget Committee met Tuesday and there is a sufficient amount of money to cover the February Legislative meeting as well as Robert's Rules in-person training. The money for in-person will come from the Board of Education budget.

A Roll Call Vote was taken, because it does involve money.

Motion to approve Ben Torres to present Roberts Rules of Order on February 8th at 7:00 o'clock. If Torres is available, in-person training is preferred for \$1,500. Otherwise, it will be done through Zoom at no fee.

VOICE VOTE: (mover-yes) Stout

(seconder-yes) King

Yes: 8, No: 1Hale: No

MOTION: Motion Carried

Motion to approve Ben Torres to conduct a Roberts Rules of Order presentation in-person and pay the \$1,500 fee.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 2Safdie: No, Stout: No

MOTION: Motion Carried

16.G.6. School News Articles

16.G.7. School Calendar of Events

17. School Board Committees

17.A. Policy Committee-Ms. Rebecca Hamby

- 17.A.1. *Approval of First Reading of Policies(See Exhibit #11) Hamby advised, we have started going through our Policy Manual for Mr. Stepp each month. Revisions should be brought to Hamby and the Policy Committee will review. Stepp clarified grammatical errors will be handled by his team. Those revisions must be sent to Hamby and she will forward to Stepp for his team to edit.

Approval for First Reading of Policies are the following:

- 2.8041 Travel
- 3.3001 Use of Cellular Phones
- 4.206 Special Programs
- 4.601 Reporting Student Progress
- 4.700 Testing Programs
- 4.701 Maintaining Test & Data Security

Hamby advised, these had district changes and only had one that had TCA code change and just came out of Policy.

Motion to approve first reading of policies.

VOICE VOTE: (mover-yes) Hamby

Yes: 9, No: 0

MOTION: Motion Carried

- 17.A.1.a. Review Only Policies(See Exhibit #12) Hamby read through following policies:

- 2.404 School Support Organizations
- 2.700 Accounting System
- 4.100 Instructional Goals
- 4.201 Class Size Ratios
- 4.202 Special Education
- 4.2021 Special Education Class Size

- 4.203 Advanced College Placement
- 4.204 Summer Instructional Programs
- 4.205 Enrollment in College Level Courses
- 4.207 English Learners
- 4.211 Worked Based Learning Program
- 4.212 Virtual Education Program
- 4.213 Family Life Education
- 4.301 Interscholastic Athletics
- 4.302 Field Trips & Excursions
- 4.400 Instructional Materials
- 4.401 Textbook Selection, Distribution, and Care
- 4.404 Use of Copyrighted Material
- 4.405 Employee-Developed Materials
- 4.407 Web Pages
- 4.501 School Volunteers
- 4.6011 Homework
- 4.606 Graduation Activities
- 4.702 Evaluations of Instructional Programs
- 4.801 Controversial Materials
- 4.802 Student Equal Access (Limited Public Forum)
- 4.803 Recognition of Religious Beliefs, Customs & Holidays
- 4.802 Prayer and Period of Silence
- 5.310 Vacations and Holidays
- 6.314 Corporal Punishment
- 6.506 Students from Military Families

Hamby advised, these policies are for review to update the dates, saying they have been looked at. These were also reviewed by the Policy Committee. There was no discussion. A Voice Vote was taken.

Motion to approve the reviewed policies.

VOICE VOTE: (mover-yes) Hamby

Yes: 9, No: 0

MOTION: Motion Carried

17.A.2. *Approval of Second Reading of Policies(See Exhibit #13) Hamby advised, this is the Second Reading and these had district changes. McCartney confirmed they all passed the First Reading.

- Policy 2.802 Payroll Procedures
- Policy 3.100 Business Management Goals
- Policy 3.203 Crisis Management
- Policy 3.207 Energy Use and Conservation
- Policy 3.208 Facilities Planning
- Policy 3.210 Naming of Facilities
- Policy 3.211 New Project Planning
- Policy 3.212 District Water Testing
- Policy 3.218 Service Animals in District Facilities
- Policy 3.219 Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum
- Policy 3.220 Access to Private Facilities
- Policy 3.300 Equipment and Supplies Management
- Policy 3.301 Equipment and Supplies-Leasing and Renting
- Policy 3.400 Student Transportation Management
- Policy 3.401 Bus Scheduling and Routing
- Policy 3.402 Special Use of Schools Vehicles
- Policy 3.403 Traffic and Parking Controls

- Policy 3.405 Commercial Advertising on School Buses
- Policy 3.500 Food Service Management
- Policy 3.600 Insurance Management
- Policy 3.602 Worker's Compensation
- Policy 3.2011 Protection Against Injury
- Policy 3.2012 Violation of Safety Procedures
- Policy 4.209 Alternative Credit Options
- Policy 4.502 Parent and Family Engagement
- Policy 6.307 Drug Free Schools

Hamby advised, these are for Second Reading and they came out of Policy. There was no discussion.

Motion to approve second reading of policies.

VOICE VOTE: (mover-yes) Hamby

Yes: 9, No: 0

MOTION: Motion Carried

17.A.2.a. Review Only Policies

Motion to approve Review Only Policies.

VOICE VOTE: (mover-yes) Hamby

Yes: 9, No: 0

MOTION: Motion Carried

17.B. Athletic Committee

17.C. Budget Committee Meeting- Ms. Teresa BostonStepp explained the Budget Committee met in December and recommended a salary range of \$80k-\$95 for the Chief Operations Officer (formerly known as Deputy Director). King stated the money for this role is coming from remaining money that was not spent for positions that are open. There is enough money in this pot to hire a Chief Operations Officer and CFO. A Roll Call Vote was taken.

Motion to approve \$80,000 to \$95,000 salary range for the Chief Operations Officer position.

VOICE VOTE: (mover-yes) Boston

Yes: 8, No: 1 Stout: No

MOTION: Motion Carried

17.D. Building and Grounds Committee-Mr. Robert Safdiethe committee reviewed and decided to advanced to the full board.

17.D.1. Third Party Construction Procedure Draft

17.D.2. Phoenix School Awning(See Exhibit #16) Safdie advised, the Building and Grounds Committee received the request for Phoenix School to build an awning and they're using their own funds for the awning. The committee approved the construction and sent it to the regular board for approval.

Motion to approve.

VOICE VOTE: (mover-yes) Safdie

Yes: 9, No: 0

MOTION: Motion Carried

17.E. Safety Committee-Mrs. Rebecca Hamby

17.F. Contract Committee-Ms. Teresa Boston

18. Chief Financial Officer's Report

18.A. *141 Budget Amendments

18.B. *142 Budget Amendments

18.C. Monthly Financial Report

18.D. Monthly Sales Tax Report

19. *Consent Agenda

19.A. *Approval of Volunteers

19.B. *Approval of Overnight and Out of State Field Trips

19.C. *School Wide Fundraisers

19.D. *Approval of Disposal of Surplus Property

19.E. *Executive Approval

20. Old Business

21. Questions from Media

22. Adjournment(*) Indicates Action

William Stepp
Director of Schools

Teresa Boston
Chairperson of the Board

I, Tabitha Webb hereby certify that I reported the foregoing minutes and that i delivered said minutes to the office of the Director of Schools on February 15, 2023.

Tabitha Webb
Board of Education Recorder

23. (*) Indicates Board Approval Required

(*) Indicates Board Approval Required



Christie VanWinkle, Principal

Kasey Lowe, Assistant Principal

Glen L. Martin Elementary
1362 Miller Avenue* Crossville, TN. 38555
PH 931-484-7547 F 931-484-8785

January 2022

Cumberland County Board of Education
Mr. William Stepp
368 Fourth Street
Crossville, TN. 38555

Dear Cumberland County Board of Education and Mr. Stepp

We would love to nominate Barb Duncan for the Kids First Award. She has volunteered in Mrs. Buffkin's classroom at Martin Elementary for many years. She helps read to students three or four days every week. The students love to see her come! She attends the First United Methodist Church, and the Church has formed a partnership with our school with her help as a leader. Over the years she has organized the volunteers that come to help at our school. She oversees the distribution of gift cards for teachers each year. She organized a book drive last year to send books home with all of our students in kindergarten through third grade. She has attended field trips, helped spread mulch, and helped with food backpacks for students to take home on the weekends. She also serves on our Title 1 committee and our School Improvement Team. Besides being a selfless role model to our students, she helps in the community at the Art Circle Public Library, the Crossville Air Show, and many other places. In her spare time, she enjoys playing tennis and donates tennis balls to the teachers at school. She is always thinking of others. We cannot think of anyone more deserving of this award! Thank you, Mrs. Duncan, for everything you do for our school and community!

Sincerely,

Kasey Lowe
Assistant Principal

Charitable Fund Spring 2023

Brown Elementary	Kasi Lewis	5 th grade ELA	\$250
Brown Elementary	Miranda Sims	5 th grade Science/SS class	675
Crab Orchard Elementary	Jessica Marsee	Music/Band/Choir	300
Crab Orchard Elementary	Lindsay Armes	5 th grade Science Class	300
Crab Orchard Elementary	Lindsay Armes	BETA Club	500
Homestead Elementary	Wadlington/Conner	SWPBS	200
Homestead Elementary	Lauren Mathews	PE	200
Homestead Elementary	Jacqueline Smith	8 th grade ELA/SS	500
Homestead Elementary	Wendy Bridges	STEAM Club	200
Martin Elementary	Kristina Turner	ESL Fam. Literacy Night	400
Pine View Elementary	Tina Niles	5 th /6 th grade ELA	263.56
Pine View Elementary	Tina Niles	JV/V Boys/Girls Basketball	400
Pine View Elementary	Heather Jones	JV/V Cross Country	500
South Cumberland	Mario Laborde	Band	200
South Cumberland	Sarah Pharris	Library/AR Millionaire Club	400
South Cumberland	Tiffany Brewer	BETA Club	500
Stone Elementary	Kristin Lopez	Band	1137
Stone Elementary	Sheri Sather	ESL Fam. Literacy Night	200
Stone Elementary	Shannon Brown	Art/Visual Arts	250
Stone Elementary	Davis/Smith	PBS	250
Stone Elementary	Grenz/Gibson	Cross Country	250
Stone Elementary	Blaze Dishman	PE	250
CCHS	Daniel Rickman	Graphic Arts/Design Club	500
CCHS	Carla Pratt	FBLA	500
CCHS	Anna Pickard	Freshman Academy	300
CCHS	Bekki Atkinson	Reader Volunteer Club	400
CCHS	Stuard Bowen	Track & Field	500
CCHS	Randy Herring	Golf Teams	500
SMHS	Williams/Phillips	Food Pantry	500
SMHS	Annalee Dunbar	Pharmacology Class	1125
SMHS	Eleni Fragopoulos	Theatre Club	1000
SMHS	Brittany Bilbrey	Craft Club	250
SMHS	Kidwell/Hicks/Miller	Counselors	500
SMHS	Kylee Johnson	Class of 2024	750

Board of Education
December 1, 2022 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a regular session on Thursday, December 1, 2022, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston stated, thank you all for being here.

PRESENT: Stull, Nichols,
Hale, Davis, King,
Hamby, Boston, Stout

Earl Patton (Attorney)
Moira “Mo” Charnot (Media)
Julia Timson (CCEA Representative)

ABSENT: Safdie (out of the country)

STUDENT REPRESENTATIVES: Megan Melachea, CCHS

1. Call to Order - Ms. Teresa Boston (See above)
2. Moment of Silence/Pledge of Allegiance - Ms. Teresa Boston - Ms. Teresa Boston - Boston led the board members in a Moment of Silence. After a moment of silence, Olivia Manns from Phoenix High School led the audience in the Pledge of Allegiance. The colors were presented by Caitlin James, Young Marine and her father William James. Olivia Manns was awarded a certificate of appreciation for her participation in tonight’s meeting.
3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, I would now like to take the opportunity to welcome all our visitors. All of the individuals who have taken the time to be with us tonight. Thank you so much for your interest in education. I would like to welcome one of our County Commissioners Ms. Colleen Mall. Thank you for being here.
4. Kids First Recognition (See exhibit #1) Boston advised, next on the agenda is the Kids First Recognition. Brown advised, Mr. Larry Doster is a local businessman, Rotarian, and overall philanthropist in Cumberland County. Mr. Doster serves Stone Memorial High School and Cumberland County Schools in multiple capacities as an unpaid volunteer. For years, Larry has volunteered to run the clock for both football and basketball games at Stone Memorial. For over ten years, Larry has donated his time every Friday night during the fall to aid in smooth game day operations. Being the clock keeper allows him to have a direct impact on the lives of students and student athletes. Larry also has been the clock keeper for the same amount of time for our basketball games. As one can imagine, many of these situations can quickly become highly stressful very quickly and in each situation despite me sitting beside him, Larry represents himself and the school with dignity and grace.

In addition to his volunteer efforts for football and basketball, Larry has also started serving as a “Character Coach” for the Stone Memorial baseball team since 2020. Mr. Doster again donated his time and energy to our student athletes on a weekly basis during the Spring to have a positive impact on the

lives of young people at Stone Memorial. He provides guidance, support, and encouragement to our students. Larry Doster truly does put kids first in Cumberland County. Stepp advised The Kids First Award is for those people that do selfless service for our kids in our schools. It reads at the bottom for "Exceptional Selfless Service to the kids at Cumberland County Schools." Thank you for your continued support and love for our kiddos. So thank you sir, we appreciate you so much.

5. Special Recognition (See exhibit #2) Boston advised, now we go down to the Special Recognition. Mr. William Stepp recognized the following groups.

CCS SPED Teachers - Stepp advised, we first would like to recognize some great people that work with our children with special needs. They've had great monitoring from the state and I'm going to read, well the most important part is for the year 2022. Their overall compliance was 94%, which is amazing when you see how long an IEP is. So guys y'all have done a wonderful job and overall Statewide Data Set they were in the top 6%. So super proud of Marlene and all of her team. Y'all are awesome and we're going to call you up and get some certificates. Joanna Lavoie, Ginnie Wheeler, Jan Morehead, Cindy Andrews, Charlotte Nakdimen, Erica Green, Rita Walker, Laurie Marlow, thank you Cassie Matthews, Tiffany Brewer, and Marlene Holton. So it's a sampling of teachers. The other teachers we recognize also, but great job guys y'all are amazing and a very challenging job. Thank you for loving on the kids. It's great, thank you.

CCS Bookkeepers professionals - Stepp continued, the next group of people we'd also like to recognize some people that keep the schools going. They work hard, they not only do one job, but they do a bunch of jobs and that's our bookkeepers. We had zero audit findings. Amazing people, so great job bookkeepers. From, Brown Donna Milford, from Crab Orchard Pam Graves, from Homestead Vicki Eller, from Martin, Nicole Jones, from North Carolyn Finley, from Pine View Romana Nealon, from Pleasant Hill, Lauren Piper, from South Ricky Smith, from Stone Elementary, Jamie Honeycutt, from Phoenix Lisa Wyatt, from SMHS Sharon Garrett. So once again super challenging jobs. They wear multiple hats, not just bookkeeping, but thank you all so much for a great job and making Cumberland County look so great too. So appreciate you guys.

Beta School of Merit-CCHS & Pine View - Stepp continued, This is from the National Beta Club. "Dear principal, it is my pleasure to congratulate you on achieving the 2022-2023 National Beta School of Merit status. This prestigious honor is a true indication of your dedication, academic excellence and commitment to celebrating your students' achievements. Offering National Beta to all eligible grades provides your school experiences in leadership development and service involvement, which strengthen and build your students." So the National Beta School of Merit goes to Pine View. So great job and also Cumberland County High School.

CCHS Suicide Prevention School of the Year - Stepp continued, so next, September was Suicide Prevention Awareness Month. In honor of awareness students were asked to create an informative poster regarding suicide prevention with the theme, "Hope Can Change Everything." Entries came from several schools but overwhelmingly the Health Service and Wellness Classes at CCHS participated in having the most innovative informative entries, but CCHS at the top. Students prevention work has been displayed in CCHS cafeteria, at the Cumberland County Health Department and at the Regional Suicide Prevention Network Conference during the month of September and October. So from Mrs. Polson,

Health Services and Coordinated School Health and Cumberland County High School has been named Suicide Prevention School of the Year 2022-2023.

Terra Davis - Stepp continued, so next we'd like to recognize Tara Davis. Tara Davis was a teacher at Cumberland County High School. She received the Tennessee Young Farmers and Ranchers Outstanding Young Woman Award. After submitting a thorough application and going through an extensive interview process Davis was chosen for outstanding achievement in her career. As a high school agriculture teacher involvement and leadership in her community and Farm Bureau. She has held many leadership roles both in the county and on the state level and has excelled in spreading the message of Agriculture. So she was teaching at Cumberland County High School. So we were super proud to have her work for us and now she's moved on to work for the state department, I believe so. Tara Davis was an awesome teacher.

6. Roll Call (See above) Boston advised, at this time I would like to recognize our student reps. We have Megan Melachea from CCHS. Thank you for being here and thank you for taking your time to be here. We appreciate that.

7. Declaration of Conflict - Mr. Earl Patton - Declarations of Conflict- Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Boston and King certified by saying individually, "I do."

8. *Approval of October Minutes (See exhibit #3) Boston advised, next on the agenda is the approval of the October Minutes. Hamby advised, I make a motion we approve. King advised, second. Boston asked, is there any discussion? No one responded. A Voice Vote was taken.

VOICE VOTE: Hamby (mover-yes)
King (seconder-yes)
All Ayes

MOTION: Motion Carried

9. *Approval of Agenda (See exhibit #4) Boston advised, next on the agenda is the Approval of the Agenda. Stull advised, madam chair, I'd like to make a motion to remove 17.C.1. The Deputy Director's Salary for further discussion. Boston asked, the Deputy Director Salary? Stull replied, yes please. Boston asked, leaving the CTE position on there? Stull asked, they're connected, is that correct? Are they connected? Boston replied, no. Stull replied, then that's fine okay. Hale asked, madam chair, I would like to at the request that we pull the policy on the dress code for further discussion. That's policy 6.310. Boston asked, are you saying we pull it completely off the agenda or do you want to just separate it? Hale replied, just separate it. Boston replied, okay we can do that during the presentation of policies. Hale replied, okay thank you. Boston replied, that's fine. Now Mrs. Stull, am I to understand that you make a motion to approve the agenda, pulling that one out? Stull replied, correct. Hamby advised, I'll second. Boston continued, okay we have a first and a second. Is there any discussion? Stout advised,

yes. I was questioning number 16 prior to approving the agenda. Just the reasoning for it being added to the agenda with the asterisks next to it. It's my understanding that it's something that we're going to be seeking board approval on. Boston replied, the asterisk is there only if there is a motion that is made. There's going to be a little bit of change in that. There will be a motion, but it won't have anything to do with anything we need. You'll understand when we get there. Stout replied, okay because without further information I would make a motion to remove it until we have some further discussion and determine if we want to add it onto the agenda at a later meeting. Boston replied, okay. Are you willing to amend your motion? Stull replied, yes. Boston replied, okay so you're going to amend your motion to remove 16 as well? Stull replied, oh no. I'm not; sorry. I'm not going to amend my motion. Boston replied, okay so we've got a first and a second on the floor. So we can't make another motion. We have to vote on this motion first. So any further discussion? King replied, just a question. Why are we removing it? Why do we want to remove it? Hamby advised, for more discussion. Stull replied, for further discussion. Hale asked, and which item are we removing? Multiple board members replied, the 17.C.1. Hale replied, thank you. Hamby replied, the Deputy Director just for further discussion. Hale replied, oh the budget. Boston asked, are you asking for this to go back to the Budget Committee or just on the agenda? Stull replied, on the agenda for further discussion at a later date. Boston asked, okay not to go back to the Budget Committee? Stull replied, no. Boston continued, okay I'm gonna go ahead and do a roll call on this. Stout asked, this is voting for the agenda as is, with these two amendments, Is what you're asking for, right? Boston replied, with 17.C.1. being removed from the agenda. Stout asked, pulling out the policy for further discussion on the dress code. Hamby replied, no that policy we will do that during the Policy Committee. A Roll Call Vote was taken.

ROLL CALL VOTE: Stull (mover-yes)
Hamby (seconder-yes)
Stull - Y, Nichols - Pass, Hale - Y,
Davis - Y, King - N, Hamby - Y,
Boston - Y, Stout - N

MOTION: **Motion Carried (6 - Yes, 2 - No, 1 - Pass)**

Boston advised, so the agenda has been approved removing 17.C.1.

10. Acknowledgement of Elected Officials - Boston advised, next on the agenda is the Acknowledgement of Elected Officials. Mrs. Mall again, welcome. We're so glad you're with us

11. Community Comments - Boston advised, there were no Community Comments.

12. School Board Reports - Boston continued, okay. School Board Reports, Mrs. Stout.

12.A. TLN Report - Ms. Shannon Stout - Stout advised, so there's no specific legislation that I'm going to highlight this month, but I did just want to mention from the Delegate Assembly from our TSBA Convention that we went to. There were approximately eight main resolutions that have been passed that TSBA is going to bring forth in the upcoming Legislative Session and I say eight main resolutions because there's about 20 of them. That have been submitted surrounding the third and fourth grade retention, but they all basically said the same thing. So that's kind of rolling into one and they're going to be addressing the third and fourth grade retention piece in the upcoming Legislative Session. So

there's a lot to come in this next session. So I'm sure I'll have a lot more to report on as we roll into next year. Boston asked, as a delegate, what was the consensus for the third grade retention statute? Stout replied, all of them were passing as we went through them. Boston asked, so they wanted to go back? Stout replied, they wanted to go back in control of the districts. Yeah that was the consensus district wide. Boston replied, hopefully that will fly.

13. Board Member(s) Report from Training(s) - Boston asked, any board members would report from training? Hale advised, I've done a webinar, but it was way back in November before the first webinar on Collaborative Bargaining and I thought I might need that one day. Even though we have already collaborated and I asked questions. Even my question got answered saying, well it depends on how the representative and in this case it's our CCEA rep and Mrs. Julia Timpson and how many times are we as a board supposed to do Collaborative Bargaining and they said, answered me back that; Jennifer White. That it was as many times as needed. Boston asked, is that the same as Collaborative Conferencing? Hamby and Davis replied, yes. Hale continued, conferencing. I think it was conferencing. Boston replied, okay I didn't know what bargaining was. Hale replied, well we used to call it bargaining in the day and they changed it to conferencing. Hamby advised, the only other training that I mean we had the conference in Nashville and it was amazing. We learned a lot of things and so I think it will help us to move forward in a lot of areas. Boston advised, it was a very good conference. Stull advised, it was very encouraging. Nichols advised, very encouraging. Boston replied, some good speakers; encouraging.

14. Legal Report - Mr. Earl Patton - Boston advised, Mr. Patton, Legal Report. Patton replied, no new litigation and really no new updates as far as present litigation to report. We'll know a little bit more next month. Boston replied, we like to hear that.

15. Director's Report - Mr. William Stepp

15.A. *CCSNP Bid Packets (5) for Equipment and Cafe Furniture (See exhibit #5) Boston advised, next on the agenda is the Director's report, Mr. Stepp. Stepp replied, thank you. We'll start off with the Nutrition Equipment and Furniture Bid. It is 15.A. If you have any questions Mrs. Hamby is here. King advised, move to approve. Stout advised, second. Boston asked, any discussion? No one responded. A Roll Call Vote was taken.

ROLL CALL VOTE: King (mover-yes)
Stout (seconder-yes)
Stull - Y, Nichols - Y, Hale - Y,
Davis - Y, King - Y, Hamby - Y,
Boston - Y, Stout - Y

MOTION: **Motion Carried**

15.B. CCSNP Annual Report (See exhibit #6) - Stepp advised, 15.B. is the Nutrition Annual Report. If you have any questions Mrs. Hamby is available. Hamby asked, and does that one need a motion. Stepp replied, no. Just for your information. I want to thank you Mrs. Hamby, you and your people; a great dinner tonight. So great job; thank you so much.

15.C. Handle With Care Initiative (See exhibit #7) Stepp advised, so the next agenda item is our Handle With Care Initiative. It's with Sheriff Cox, Sergeant Howard, Chief Brooks. It's a program that we're doing with the law enforcement SROs. We're doing it together. It's the Handle With Care

Program enables officers to notify schools if they encounter a child on scene. So schools and mental health care leaders can provide trauma-sensitive support right away if needed and as always SROs are amazing. We appreciate y'all's partnership. I put a presentation in the board agenda if you'd like to go and look through the actual powerpoint presentation. This is just the fact sheet. So you can see the different partners that are involved in where it's supported by state law or house bill, but thank you again for all your help and we look forward to this program. Stout advised, I did have a couple questions before you moved on to the next. I noticed that there's training that's going to be done and they refer to stockholders. Who do we consider a stockholder at the school level? Hamby advised, stakeholder. Stout continued, sorry stakeholder at the school level? Stepp replied, it would be administrators, counselors. We've already done our initial training with the Sheriff's Department, Police Department, SROs, Mr. Magnuson. To learn how it works and then how we get notified and how that is recorded and we went through two trainees there. Now we're going to expand that and we're using the state department; sends their representative out to help us do all that and we'll train with SROs. The SROs have already been doing this on their own. They're really great about keeping us informed about situations with children. This is the actual system set up by the state of Tennessee and this will actually give us some data too. So we'll be able to record data and see all the different factors. How it's helped our children or our schools or attendance or any of that. Stout replied, thank you. Boston asked, is this off site? Stepp replied, no. So this is actually a communication system. So let's say reports generate it from somebody incident at a house that the law enforcement deal with. If there's a child involved and they kick that communication wise into this system. The system will notify that school, the administrator, the counselor or whoever's involved. Now this is not promoting direct contact with the child every time. Let's say the child was in an incident where they're falling asleep in class or something. We got the notification, we're watching, the teacher should already know. The admin team or counselor should already let them know. They know hey why don't you go down to the counseling room, you can take a nap. We'll make up your work tomorrow. That type of stuff. Boston replied, that's excellent. Stepp continued, we can't do it without the SROs though. So I really appreciate your all's support. Boston replied, let me just welcome you to our; I'm a little bit late on this, but that's okay. Our Sheriff Casey Cox and what I like to call his partner in crime Gary Howard. Gary is very instrumental with our SROs. Without Casey's support, involvement in our schools and Gary's support and involvement in our schools. We wouldn't have what we have and they are so supportive of our children and for that I personally would like to thank them. Nichols replied, amen, me too.

15.D. SPARC Grant - Stepp advised, so next is the SPARC Grant. In this grant it's called SPARC, because it's Supporting Post-Secondary Access in Rural Counties. We just found out we received this grant this week and that is \$95,000 and it's going approximately and it's going into our CTE programs. Specifically STEM and some other things. So we're excited to get that this week. So I wanted to get that on the agenda, so y'all can see the team is working hard on getting that grant money. Boston asked, that's not something that we have to accept or we've already approved accepting it? Stepp replied, so we just got it. So we'll have to go through that process. So we haven't gotten to that step yet.

15.E. Strategic Plan Update - Stepp advised, the next Strategic Plan Update. I just want to let you know we have the contract and I've signed it and sent it up to the County Finance Department. So

we're waiting on issuing a PO there. Once we get that, we'll be able to start our Strategic Planning process with our partner in IET and I'll be meeting with them probably before Christmas to get some tentative dates. That way I can send it out to you and or whoever's going to help us with this. So that we can start planning early. So the dates don't surprise us. Hale asked, now this is our five-year plan, that we're going, our goals? Stepp replied, yes ma'am.

15.F. District Communication Efforts (See exhibit #8) Stepp advised, okay next is the Parent Newsletter that we send out.

15.G. Substitute Update - Stepp advised, and the Substitute Update. We have 207 active subs as of today. So we're trying to fill those positions when teachers are out as much as we can. So that's where we are on the substitute numbers as of right now. We're hopefully going to get more. Mrs. Bray is working hard on that.

15.H. Annual Planning Calendar (See exhibit #9) Stepp advised, Annual Planning Calendar. So this is where we are. Any questions? Hale asked, what's the Budget Preparation Calendar? For December it's got Budget Preparation Calendar. Stepp replied, yeah so I believe that's where we start setting up our times for budget and getting everything ready for 2023-2024. Hale replied, okay. Boston asked, are there any plans on the budget without a CFO? Stepp replied, well we're waiting to interview. We have an applicant. So we're working on that. So we'll have to work on that plan.

15.I. FYI (See exhibit #10)

15.I.1. Attendance Report - Stepp continued, Warm Body Count. The numbers in each school.

15.I.2. Personnel Report - Stepp continued, then after that we have our Personnel Reports. Any questions there? No one responded. Stepp advised, our Nutrition Personnel Report also.

15.I.3. School News Articles - Stepp advised, and then we have our school newsletters. Hopefully everybody's receiving a newsletter from your district schools.

15.I.4. School Calendar of Events - Stepp continued, then our School Calendars are after that. I appreciate the principals staying on top of that. I'll turn it back over to the board chair.

16. *CCHS Concerns - Boston advised, number 16 on the agenda is CCHS concerns. I was asked to put this on the agenda after receiving some information that there may be some concerns and some issues at CCHS. The climate and things of that nature. After looking at this, I don't want this to be a very conflicting issue. What we want is to address the issues, work with the principal, work with the Director of Schools, and hopefully come to some kind of resolution. So these issues can be resolved. What I'd like to do is make a motion that we might move this to a work session. So that we can sit down and we can discuss the issues. We can have individuals there who can give us some more insight. So that maybe this does not become a draw line in the sand and that's what we're trying to avoid. So I would like to move this to a work session. We will set it as quickly as possible. This is something we will address, but just hopefully in a work session. In a more casual setting. Hamby advised, I'll second that. Boston asked, so any discussion? No one responded. A Voice Vote was taken.

VOICE VOTE:

Boston (mover-yes)

Hamby (seconder-yes)

All Ayes

MOTION:

Motion Carried

17. School Board Committees - Boston advised, moving onto School Board Committees, Mrs. Hamby with the Policy Committee.

17.A. Policy Committee-Ms. Rebecca Hamby

17.A.1. *Approval of First Reading of Policies (See exhibit #11) Hamby advised, in our regular Policy Meeting we had several policies and you will see those on here. That were mainly for review. We do have Policy 4.209 and Policy 4.6012. That I would like to pull out of this to approve separately, because some have questions on those two. Boston asked, what are those numbers? Hamby replied, 4.209 and 4.6012 and Mrs. Hale has asked for Policy 6.310. Are you just wanting it for further discussion tonight? Hale replied, yes. Hamby continued, because it's on the First and Second Reading. Boston asked, okay what was that second number. Hamby replied, 4.6012. Boston replied, thank you. Hamby continued, and all of the other ones I think we could probably, they came out of the Policy Committee and I think we could probably go ahead and approve those and then we'll work on these other three. Boston asked, is there any discussion? Hamby replied, and since it came out of policy we don't have to have a second and I will point this out. We have some that are on a First Reading and the ones that are on a; and then we have some on a Second Reading. The dress code we had put on here for a First and Second Reading, so that we could go ahead and get it in place. So I just wanted to clarify that and so since it; now we can go ahead and vote on it. Boston advised, okay coming out of the committee to approve on First Reading is Policy 2.802, Policy 3.100, Policy 3.203, Policy 3.207, Policy 3.208, Policy 3.210, Policy 3.211, Policy 3.212, Policy 3.218, Policy 3.219, Policy 3.220, Policy 3.300, Policy 3.301, Policy 3.400, 3.401, 3.402, 3.403, 3.405, 3.500, 3.600, 3.602, 3.2011, 3.2012, and 4.502. So those are the policies that are to be approved on First Reading. Any discussion? Davis advised, I do have a few questions. As far as the review of these policies. I wasn't at the meeting, so forgive me for not being able to be there. In some of the language in here. When we look at like 3.10 line item one, "says to develop a plan for the management of the building, the grounds let's provide a safe, secure, comfortable, clean environment for instruction and administration." Do we have access, like do we have access to that plan? I'm just saying, are we just approving the language and confirming what we're saying? Hamby replied, that was one that didn't have a change on it that was just. Boston replied, we're only approving the policy. We are not approving the plan right? The plan, yes we would have access. It would just be a matter of contacting whomever at Central Office and saying can I review that plan or just email it to you. So that you can review it and ask the questions that you have at that point. Davis replied, gotcha. That's all I needed to know. Hamby asked, was that the only one you had? Davis replied, they're all in that line. So that clears up a lot. Boston asked, any further discussion? No one responded. A Voice Vote was taken.

-
- Policy 2.802 Payroll Procedures
 - Policy 3.100 Business Management Goals
 - Policy 3.203 Crisis Management
 - Policy 3.207 Energy Use and Conservation
 - Policy 3.208 Facilities Planning

- Policy 3.210 Naming of Facilities
- Policy 3.211 New Project Planning
- Policy 3.212 District Water Testing
- Policy 3.218 Service Animals in District Facilities
- Policy 3.219 Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum
- Policy 3.220 Access to Private Facilities
- Policy 3.300 Equipment and Supplies Management
- Policy 3.301 Equipment and Supplies-Leasing and Renting
- Policy 3.400 Student Transportation Management
- Policy 3.401 Bus Scheduling and Routing
- Policy 3.402 Special Use of Schools Vehicles
- Policy 3.403 Traffic and Parking Controls
- Policy 3.405 Commercial Advertising on School Buses
- Policy 3.500 Food Service Management
- Policy 3.600 Insurance Management
- Policy 3.602 Worker's Compensation
- Policy 3.2011 Protection Against Injury
- Policy 3.2012 Violation of Safety Procedures
- Policy 4.209 Alternative Credit Options
- Policy 4.502 Parent and Family Engagement
- ~~Policy 6.310 Dress Code~~

VOICE VOTE: Hamby (mover-yes)
 (No second necessary)
 All Ayes

MOTION: Motion Carried

Hamby continued, on the ones that we pulled. Policy 4.209 and Policy 4.6012 they kind of run together. Policy 4.209 is Alternative Credit Options. That was the new policy handed down and then Policy 4.6012 Accelerate and Advance Credit. I have had some questions about why we have the Middle School included in these policies when the program is not in place and I am going to ask Dr Farley if she would explain that a little further as to why we went ahead and left those in there instead of pulling that out and having to add it later. Stepp advised, I can answer that if you need me. Hamby replied, you can. I had asked Dr Farley, because I had spoken to her on the phone, but go ahead. Stepp replied, right now we're working on Innovative School. We added our Innovative School Policy. We're adding the framework. We're adding several different things to make it more flexible for us, providing more options to students. So if we can come up with a plan to where those programs could exist in the middle school like CTE exists in the middle school and stuff like that. I'd like to have the option to be able to do that. So that's part of my vision in providing more opportunities for kids. Hamby replied, and also these policies cover so many other things in the policy. That would be the only thing that if we remove, but these are covered under the TCA code and references and so a lot of the schools in the state of Tennessee have these programs already and so that this policy was created for that reason and so since we're working towards the program I didn't feel it necessary to pull that out. Just because it's in there doesn't mean that we have to do that. It's there when these programs go into effect. Then it's there. Hale asked, is this for college credit or? Stepp replied, no. So when I was a middle school teacher or a

principal we had several students that were able to take a high school credit. Like English 1 and eighth grade or Algebra 1 and eighth grade. Stuff like that and when I was a kid in Texas I was taking Algebra 1 in seventh grade and then Geometry in eight. So this just provides flexibility for those higher achieving students to be able to have more challenging opportunities at a younger age. Hale asked, who would be teaching these classes? I mean. Stepp replied, well that's part of what I'm developing. I'm trying to figure out if it's possible. So if it is possible, then I'd like to have the opportunity to provide that to our best and high achieving students if I can. Hale asked, so this is for like the student that is getting the basics and is ready to go on? Stepp replied, yes. I usually had, probably two full classes of seventh and eighth grade in Algebra 1 when I was a middle school principal. We also have very rarely, but we have a very small group of students who like to advance in their GPA and stuff and taking harder classes online, which we have AP for all now and we have several different online versions for students. That can take outside of our classroom. Hamby replied, and I had misspoke at the 4.6012 is a brand new policy that was handed down. The 4.209 as far as the talking about the grades 7 through 12 the middle school. It has always been in this policy and we just, the only change that we made on that one was we struck out the line about them paying for it. That was the changes. We just wanted to clarify that, because there was questions. Hale advised, well I have some questions also. Like how would, if we really don't have middle school so are they going to be receiving it at their school or are they going to have to go to the high school? Stepp replied, that's what we're figuring out now. It would probably be, I don't know, we're just going to look at our options. I mean all this policy does is allow the flexibility for me to look at options, to provide more great opportunities for kids. Hale replied, so it's really not in existence at this time. Stepp replied, it never existed in Cumberland County. It is where I've worked previously. We've had several students go through those programs. Hale replied, but it's a program that might benefit our children. Especially if they're ready. Hamby advised, and then we can go ahead and. Boston replied, we can vote. Hamby continued, and we can vote on these two and then. Boston replied, on these. Hamby replied, one of them was the Second Reading. The 4.6012 is the Second Reading. Boston replied, you're gonna have to address that on the second. Hamby replied, oh okay. The 4.209 was a First Reading. So if we could, everybody is in favor. It came out of policy so we don't need a second. Boston replied, right. There's a motion to approve and I'm not reading those again. I'm sorry, all the policies that I read off the first time. If there's any further discussion? No one responded. A Voice Vote was taken. Boston advised, so all your policies are approved on the First Reading, except without the dress code. We've already pulled it.

VOICE VOTE: Hamby (mover-yes)
(No second necessary)
All Ayes

MOTION: Motion Carried

17.A.2. *Approval of Second Reading of Policies (See exhibit #12) - Hamby advised, on Second Reading we have Policy 1.200 Method of Election of Officers, Policy 4.210 Credit Recovery, Policy 4.214 Innovative High School Program, Policy 4.6012 Accelerated Advanced Credit, Policy 4.603 Promotion and Retention and these are all in the Second Reading and so they do not need a second. Boston asked, any discussion? No one responded. A Voice Vote was taken.

-
- Policy 1.200 Method of Election of Officers
 - Policy 4.210 Credit Recovery
 - Policy 4.214 Innovative High School Program

- Policy 4.6012 Accelerated and Advanced Credit
- Policy 4.603 Promotion and Retention
- ~~Policy 6.310 Dress Code~~

VOICE VOTE: Hamby (mover-yes)
(No second necessary)
All Ayes

MOTION: Motion Carried

Boston advised, okay Second Reading, those were approved. Okay now you can go with your dress code. Hamby replied, okay and Anita what were you wanting to discuss on the dress code? Hale replied, I was just wondering okay we, because I had to leave the meeting for other things. So we talked about this, the dress code being very vague the very first part of the, "Cumberland County Board of Education recognized and understands that there's a strong correlation between appropriate attire and positive learning." We discussed all that and then we struck out, we're not gonna have any kind of if they violate it. We've struck out all those. Hamby replied, it's at the very end now. Hale asked, okay so is it part of the policy? Hamby replied, yes it is. We integrated after you had left. We decided to take the procedures that they had written and integrated it into the policy. So it's all together now. It's not a vague policy and then the procedure is separate. It is all together as in the policy now. Hale replied, okay so it's still considered policy with all the other things that we? Hamby replied, yes. Hale continued, I know that we have in there that you know for the principals to use their discretion. You know, at certain things and I think that's a good thing, but I'm just hoping that all the schools can be equal and talk to one another. What are you doing about this? Instead of one school saying, well they get to do this at their school, because their principals may be a little bit more relaxed on it. So I'm just hoping that this is. Nichols advised, yeah we talked about that. Hamby replied, we did discuss that thoroughly. Boston advised, we talked about it. It doesn't mean it'll happen. They discussed it. Hamby replied, Mr. Stepp has assured us that he will make sure there is uniformity, along with our guidance counselors and our principals that we're here and I am so thankful that they were. They have assured us that they will work together and that they will make sure that this does work and if it does not and then Mr. Stepp is to step in and take care of whatever the issue is. But we did discuss that very thoroughly after you had left. Nichols replied, good input from the principles, from the guidance counselors. It was awesome. Hamby replied, it was amazing and I appreciate that. Hale replied, I appreciate my principals. They do a good job, thank you and teachers. Hamby advised, I enjoyed the input from the guidance counselors. I felt like it was important for them to be involved, because they do have a lot of insight and one-on-one with the children. Stout advised, we got some great feedback, which helped us adjust some things on it. Hamby asked, did you have anything else on it? Hale replied, no ma'am. Hamby asked, does anyone else have any discussion on the dress code? Boston advised, we have a motion on the floor for a First and a Second Reading for the dress code. Any further discussion? No one responded. A Voice Vote was taken. Boston advised, ladies, you have your dress code. Kelly Smith replied, and it starts in January.

-
- Policy 6.310 Dress Code

VOICE VOTE: Hamby (mover-yes)
(No second necessary)
All Ayes

MOTION: **Motion Carried**

17.B. Athletic Committee - Boston advised, next on the agenda is the Athletic Committee. I'm not sure Nick, if you had a meeting. Davis replied, yeah I can address it. So myself and Mr. King and Mr. Safdie who's not here are in the process of having conversations about all things that are affecting athletics and the things that we can put on a meeting. So we're looking to have a meeting here before the end of the year to rally and talk about all the things that are athletics.

17.C. *Budget Committee Meeting - Ms. Teresa Boston

~~17.C.1. Deputy Director Salary Range~~

~~VOICE VOTE: _____ (mover-yes)
_____ (No second necessary)
_____ All Ayes~~

~~MOTION: _____ Motion Carried~~

17.C.2. CTE Position - Boston advised, next on the agenda is the Budget Committee. We have removed the Deputy Director's salary range, which came out of budget. 17.C.2 the CTE position that came out of budget to approve. We had already separated the job description and made it available. We discussed it, it is on the salary scale for certified supervisors. So that falls within a certain limit. It needs no seconds. So there's a motion on the table just to approve that position and to put that salary scale out there so that Mr. Stepp can move forward. Hamby advised, only on the CTE. Boston replied, yes the other one was removed. Any discussion? No one responded. A Voice Vote was taken.

VOICE VOTE: Boston (mover-yes)
(No second necessary)
All Ayes

MOTION: **Motion Carried**

17.D. *Building and Grounds Committee - Mr. Robert Safdie - Boston advised, next on the agenda is Building and Grounds. Mr. Safdie is traveling once again. Nick, do you wanna? Davis replied, sure. So we had the opportunity to meet a few weeks back to discuss a handful of things coming out of committee. The item that we had voted on was the presentation for the baseball facility and that the baseball group has been working on. Mr. Stokes, Mr. Brown, Mrs. Kingston has all worked together on this project to put together a state-of-the-art facility. They've worked to secure private funding for this project and as a result the children there are going to have a fantastic facility. Secondly it's going to also allow the softball group to have the ability to have a facility also, which they have not

had. So it's doing really good things for the ball and stick sports over the stone side of the fence. So that's fantastic. We had talked through a handful of the different challenges, just on how to integrate a new building. Within the process itself contractually what we're obligated to. Mr. Patton is working on the contract data, but as far as coming out of committee we all voted on the building itself and the project itself was acceptable and fit all of our guidelines. So we all motion to approve that and we're looking forward to that. So we hope that we're able to do that. Boston advised, coming out of committee it needs no second. Boston asked, may I ask a question? Davis replied, absolutely. Boston continued, okay there were some missing documents that we were looking for. Have those been provided? Davis replied, no. They have been obtained, but they've not been delivered. So they have them as far as us being able to approve that and talking with Mr. Patton. If we're able to approve the actual building itself, they can provide those before we draft the contract and when the contracts drafted those documents will be exchanged. Boston asked, and Mr. Patton, you are comfortable with; we're on the right track? Patton replied, I think so, yes. Boston continued, okay I think coming out of Building and Grounds there were Mr. Stepp and Mr. Patton were to see that all the t's were crossed and all the i's were dotted. As far as the documents and the legal contracts and everything. Does that still stand Mr. Davis? Davis replied, I believe so. Yeah they're working right now to put that contract together to where we're at they're able to secure the contractor. Again this project had went through Upland's Design, that we've used 100 times. So formalities really at this point. So it's just a matter of them turning you know having that contract available. Submitting the documents. Boston replied, yeah if you can tell me that those contracts are going to be a part of this approval then I'm good to go. Davis replied, they will be, absolutely. Boston replied, okay, any further discussion? No one responded. A Voice Vote was taken.

- SMHS Baseball Practice Facility Plans (See exhibit #14)

VOICE VOTE: Davis (mover-yes)
(No second necessary)
All Ayes

MOTION: Motion Carried

Stepp advised, I had one thing. In that Building and Grounds Committee, we also talked about procedures for third-party facilities for construction. So I'm in the process of creating those right now. I've been looking at different school systems that have that process in place and modifying towards ours so I have a draft to the board. While Building Grounds to look at that it could be a formal procedure process that will help of course I'll go through Mrs. Kington too she'll look at it too, but a process that we know this is what we need to do and when we need to do it itemized. Davis replied, I'd like to back that up, like that's a big deal. Sorry to everybody I had to go through the process of the growing pains of how to get to this point but through that obviously that's the best thing that's going to come out of a the building is going to be done and then secondarily if we have a project coming forward and donors and people that are committed to do it. We're not going to have to reinvent the wheel every time. Boston replied, we have been processed. Davis continued, thank you Mr. Stepp and Mrs. Kington.

- B&G Meeting Dates (See exhibit #13) - The board did not discuss or vote on this agenda item.

VOICE VOTE: (mover-yes)
(No second necessary)
All Ayes

MOTION: **Motion Carried**

17.E. Safety Committee - Mrs. Rebecca Hamby - Boston advised, 17.E. Safety Committee, Mrs. Hamby. Hamby advised, we have not had a Safety Meeting in a couple of months. I am looking to set one sometime this month and if not it'll be in January unless something comes up and we need something sooner.

17.F. *Contract Committee- Ms. Teresa Boston - Boston advised, Contract Committee. The Contract Committee met. We have an interpreter, that AVAZA Interpretation Services Contract. We reviewed this, felt this was something that was a good contract. Something that we definitely needed and it came out of the Contract Committee approved. Second contract was the Stellar Therapy Services. They changed the school psychologist. This is an amendment and they changed it to \$68 dollars per hour and that came out of the Contract Committee. It needs no second. Any discussion? No one responded. A Voice Vote was taken.

- AVAZA Interpretation Services Copy (See exhibit #15)
- Stellar Therapy Amendment (See exhibit #16)

VOICE VOTE: Boston (mover-yes)
(No second necessary)
All Ayes

MOTION: **Motion Carried**

18. Chief Financial Officer's Report - Hamby advised, I'd like to say something real quick. Mrs. Bray, I appreciate you and the work that you have put in. I know that many people around here are carrying more than one position and I know that you are taking care of the HR aspect. I have worked in HR before and I know that's not easy in itself, but also taking on all the CFO responsibilities. I appreciate it, thank you.

18.A. Monthly Financial Report (See exhibit #17) Bray advised, basically you know we're about a third of the way through the year. Everything appears to be very much on track. I'm going over monthly, each of the Departments with their budgets as well. I don't see anything that particularly; that just jumps out at me. If you have questions just let me know. Anytime you have questions please don't hesitate to call me or email me. I have the details on my computer so it's very easy for me to look up. Of course we work very closely with the County Finance Office. So some of this relates back to them, because they make all of our journal entries, but I'll be happy to address anything and get you the answer if I don't know.

18.B. Monthly Sales Tax Report

18.C. *141 Budget Amendment (See exhibit #19) Bray continued, as far as the Sales Tax, I'm still very pleased with that. We are almost \$200,000 ahead of where it had been forecasted and that is tremendous. So you know, buy local. Boston asked, does the income reflect the \$465,000 that we put back into the budget from ESSER Administration Funds? Bray replied, not yet exactly. We're putting that; I'm moving that part that was moved tonight and we're moving that a bit at a time, but it's in the revenue piece, but then I'll move it down into the expense times. Boston asked, we're going to move that down into the expense line? Bray replied, right like for the salary study and for the strategic plan there's a resolution tonight for \$57,640 and I'm taking it out of that miscellaneous refund line, which is your revenue line, because that's where we booked that. Boston replied, okay I see it. So it's in there. So you're going to remove it from that 44170 as we need it extra expenses? Bray replied, yes ma'am. Bray asked, okay so instead of going into the general fund? Bray replied, it's going into the general fund. We record anything like that as a miscellaneous refund. It's not really a refund, but that's just the terminology and that's where many monies ago that has been agreed with the County Finance Office. That they would do all that booking for us. We do the budget amendments, but they actually booked the actual and that's where they would like for that to be reflected.

Bray continued, there's several budget amendments. I think you guys all had these in your package. I can go through them one by one, but if you have questions we could do it that way. Hamby advised, I'm gonna make a motion we approve all the budgets. King advised, second. Boston replied, the Safe Schools Grant Budget. Bray replied, we just got that booked. Mr. Magnuson just finished that and got it submitted. So that basically is going to put that; it's the money that we use for the Safe Schools Counselors and some other psyche issues, but it's the same thing we get every year. Boston asked, we get that every year? Bray replied, yes ma'am. It just changes a bit every year, but we get it every year. Boston replied, okay and it says we're moving some to Maintenance of Plant, Administrative Equipment. Do you want door locks? I believe she's going to purchase use some door locks, Mary. To help us finish off with the new; what is the resolution Mary that we talked about at the fire marshal? 72 or whatever it is, the safety thing. Mary asked, the Executive Order 97? Bray replied, yeah basically we're going to have to redo a lot of our door locks as everybody else is and so he's going to help us out with some of that. Hamby advised, which is an executive order. Boston replied, okay. Now those are just the first 141, because those are our budget. The 142's are federal. Hamby replied, yes. So I was making a motion to approve all the 141's. Boston advised, since it involves money I am going to do a Roll Call Vote.

-
- 141 Budget Amendment General Budget Reallocation
 - 141 General Budget Amendment Reallocation
 - 141 General Budget Amendment
 - 141 Safe Schools Grant Budget Amendment

ROLL CALL VOTE:

Hamby (mover-yes)
King (seconder-yes)
Stull - Y, Nichols - Y, Hale - Y,
Davis - Y, King - Y, Hamby - Y,
Boston - Y, Stout - Y

MOTION:**Motion Carried**

18.D. *142 Budget Amendments (See exhibit #20) Boston asked, Mr. Whittenbarger, is there anything I need to know in here? Is this just moving things, money around? Stepp replied, yes. Boston asked, cleaning up? Stepp replied, yes to match what's at the county and to match what's in e-plan for their adjustments in balance in the books basically. Hale asked, why did we have so much at one time? Whittenbarger replied, you're having to say what's in between, which is where the grant money has been approved. We have to make sure it matches what's in the lines at the courthouse and so these amendments clean that up. So it makes those lines match. So while we have e-plan matches what we have to stand up. That's what these amendments are. Boston asked, we decreased architects and building construction, but we increased building improvements. It is the 299 135 55. Can you tell me what that? Whittenbarger asked, which grant are you looking at? Boston replied, that is the ESSER 2. Whittenbarger replied, that was where we had to move that from one line to the other. In ESSER 2 we have building construction and we have building improvements and so we had to adjust one line to cover what we had in the building construction model. So that's why we had to clean that up. Just to make sure it matched up what was already in the line of the courthouse. Boston replied, I'm acting like I actually understand this. Stepp advised, so the second SPED one in the 142 line. The top, the second line, it says 902 IDEA; that is incorrect. It's supposed to be 901. It's correct within the body of the resolution, but not at the top. So we had to correct that 902 to 901. Boston asked, is there a motion to approve? Hamby replied, I'm making a motion that we approve all of the 142 Budget Amendments. King replied, second. Boston asked, any further discussion? No one responded. A Voice Vote was taken.

-
- 142 Federal IDEA Part B Budget Amendment PT Personnel
 - 142 SPED IDEA Part B Budget Amendment
 - 142 SPED ARP IDEA Part B Budget Amendment
 - 142 TEIS (Baby Bird) Budget Amendment
 - 142 Federal IDEA Part B Amendment
 - 142 ESSER 2.0 Budget Amendment
 - 142 Federal ARP Homeless 1.0 Budget Amendment
 - 142 Federal ARP Homeless System Navigator Budget Amendment
 - 142 Federal ARP Homeless 2.0 Budget Amendment
 - 142 Federal Math Implementation Support Grant Budget Amendment
 - 142 Consolidated Admin Budget Amendment
 - 142 Federal Title 1 Budget Amendment
 - 142 Title 1-C Budget Amendment
 - 142 Title II Budget Amendment
 - 142 Title III Budget Amendment
 - 142 Federal Title V Budget Amendment
 - 142 TAG 2.0 Budget Amendment
 - 142 21st CCLC Grant Budget Amendment
 - 142 Title IX McKinney-Vento Budget Amendment
 - 142 High Quality Literacy Network Grant Budget Amendment

- 142 ESSER 3.0

ROLL CALL VOTE: Hamby (mover-yes)
King (seconder-yes)
Stull - Y, Nichols - Y, Hale - Y,
Davis - Y, King - Y, Hamby - Y,
Boston - Y, Stout - Y

MOTION: **Motion Carried**

18.E. *143 Budget Amendments (See exhibit #21) - Hamby advised, I'm going to make a motion that we approve all of the 143 Budget Amendments. Boston advised, I will second that. Boston asked, any discussion? No one responded. A Voice Vote was taken.

-
- 143 Additional Commodities Bonus Budget Amendment
 - 143 PEBT Administrative Cost Grant Budget Amendment
 - 143 Supply Chain Assistance Grant Budget Amendment

ROLL CALL VOTE: Hamby (mover-yes)
Boston (seconder-yes)
Stull - Y, Nichols - Y, Hale - Y,
Davis - Y, King - Y, Hamby - Y,
Boston - Y, Stout - Y

MOTION: **Motion Carried**

19. *Consent Agenda (See exhibit #22) Boston advised, so next is your Consent Agenda. Hamby replied, I make a motion we approve the Consent Agenda. Hale advised, second. Boston replied, before and then that's wonderful. I just want to point something out. That the Executive Committee had to do executive approval, because it was time sensitive. Turner Roofing on our Stone reroof bid, our paving and sealing striping at SMHS parking lot, and the LEA Compliance Report. Just so that those are noted, we went ahead and approved those. We're providing them or presenting them to the board for full approval at this point. Davis advised, I have a question. Looking at the Roofing Stone reroof bid. It shows all of the prospective bidders on this particular project. Boston replied, yes. Davis continued, I noticed that the sealing project didn't follow the same bid, document's not available. Is there a reason for that? Boston asked, the what? Davis replied, if we go back and look we just saw the bidders for that. Boston asked, for the sealing? Davis continued, for the sealers there was only, we only had one bidder? Boston replied, no we had two. Their bid won if I'm correct in that. Davis asked, is that our policy just low bidder wins in all bid process? Boston replied, I don't know who changed that. So I mean, Mr. Stepp do you have an idea? Stepp replied, we did the low bid on this one here. Davis asked, what is our process for selecting bids? So if you get a parking lot for \$50,000? Stepp replied, so Mr. Brock with the Finance Department posts these, takes all the bids, receives all the bids when they come in. So once we receive those bids, we see that it's the low bidder by quite a bit and that's what I would recommend and then but you guys approve whoever we use. So that's up to you guys. Boston asked, does it actually come back to us to approve or? Hamby replied, that is what we are doing now. Boston replied, you and I

approved it in Executive Approval so we could move on with the bid. Is this something? Stepp replied, the bids are usually only good for a certain amount of days. We had to do something and we did choose the lower bid in this one. Davis asked, so if we're supposed to make a decision on which we're approving the bid that you guys selected? Stepp replied, I don't know why the other paperworks not here. Davis asked, how many people did that; how many companies bid that? Stepp asked, Mrs. Bray was that the bid? Mrs. Bray asked, for the parking lot? Boston replied, yes. Bray replied, there were only two. Davis asked, were they vastly different? Bray replied, yes \$45,000-\$46,000, \$50,000. Boston replied, there was that much difference in the price of the bid. Hamby advised, and the Executive Committee approved that. So we don't have to do anything with that, right? Boston replied, we have to, I mean the full board has to approve it, but we went ahead and approved it, because it was time sensitive. Davis replied, and I guess my ask is like if we're going to be asked to give the thumbs up or thumbs down on what we're going to approve, then we need all the information. Boston replied, I agree. Normally this is something that is within the agenda set. This was just a rare occasion. Davis replied, okay. Hamby replied, I make a motion that we approve it. Boston replied, we've got a motion on the floor. King replied, second. Boston continued, and a second to approve the Consent Agenda. Any discussion, any further discussion? No one responded. A Voice Vote was taken.

19.A. *Approval of Volunteers

19.B. *Approval of Overnight and Out of State Field Trips

19.B.1. CCHS Overnight Request-March 17-18, 2023-Gatlinburg, TN

19.B.2. Crab Orchard Overnight Request-May 24-27, 2023-Orlando, FL

19.B.3. SMHS Overnight Request-February 10-12, 2023-Orlando, FL

19.B.4. SMHS Overnight Request-December 2-3, 2023, January 6-7, 2023, February 3-4, 2023, February 23-25, 2023-Knoxville, TN, Chattanooga, TN, Franklin, TN x2

19.C. *Approval of Grants

19.D. *School Wide Fundraisers

19.E. *Approval of Disposal of Surplus Property

19.F. *Executive Approval

VOICE VOTE:

Hamby (mover-yes)

King (seconder-yes)

All Ayes

MOTION:

Motion Carried

20. Old Business - n/a

21. Questions from Media - Boston asked, do we have any questions from the media? Charnot replied, no.

22. Adjournment - Hamby advised, if we don't have any old business I make a motion that we adjourn. King replied, second. The meeting adjourned at 7:10pm.

VOICE VOTE:

Hamby (mover-yes)

King (seconder-yes)

All Ayes

MOTION:

Motion Carried

23. (*) Indicates Board Approval Required

Mr. William Stepp
Director of Schools

Mrs. Teresa Boston
Chairperson of the Board

I, Tabitha Webb, do hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on January 9, 2023.

Tabitha Webb
Board of Education Recorder

January 26, 2023 at 6:00 PM - Board of Education

1. Call to Order - Ms. Teresa Boston
2. Moment of Silence/Pledge of Allegiance - Ms. Teresa Boston
[-Raelyn Sohl Homestead Elementary](#)
[-Cooper Hillis Homestead Elementary](#)
3. Welcome to Visitors - Ms. Teresa Boston
4. Kids First Recognition
Ms. Barb Duncan
Attachments: (1)

- [Barb Duncan](#)

5. Charitable Fund
Attachments: (1)

- [Charitable Fund Spring 2023](#)

6. Special Recognition - Ms. Teresa Boston
Student Representatives
[CCHS-Megan Melechea](#)
[SMHS-Neil Parek](#)
[Phoenix-Elijah Vandever](#)
7. Roll Call
8. Declaration of Conflict - Mr. Earl Patton
9. *Approval of December Minutes
Attachments: (1)

- [12-1-22 Minutes](#)

10. *Approval of Agenda
Attachments: (1)

- [Agenda](#)

11. Acknowledgement of Elected Officials
12. Community Comments
13. School Board Reports
13.A. TLN Report - Ms. Shannon Stout
14. Board Member(s) Report from Training(s)
15. Legal Report - Mr. Earl Patton
16. Director's Report - Mr. William Stepp
16.A. *Tenure Recommendations
Attachments: (1)

- [Tenure Recommendations](#)

16.B. *Approval of Application for National School Lunch Program Equipment Assistance Grant

Attachments: (1)

- [Request to apply for grant - NSLP Equipment Assistance Grant January 2023](#)

16.C. *Chief Operations Officer Salary

Attachments: (1)

- [COO Job Description](#)

16.D. Safe Schools Grant

Attachments: (1)

- [Safe Schools Grant](#)

16.E. Supporting Postsecondary Access in Rural Communities Grant

Attachments: (1)

- [SPARC](#)

16.F. Annual Planning Calendar

Attachments: (1)

- [Annual Planning Calendar](#)

16.G. FYI

16.G.1. Administrative Meeting Agenda

16.G.2. Attendance Report

Attachments: (1)

- [Warm Body Count](#)

16.G.3. Personnel Report

Attachments: (1)

- [CCS Personnel Report](#)

16.G.4. Substitute List

Attachments: (1)

- [Substitute Board List \(1\)](#)

16.G.5. Professional Development Report

16.G.5.a. *Robert's Rules of Order

16.G.6. School News Articles

Attachments: (12)

- [Brown Newsletter](#)
- [CCHS Newsletter](#)
- [Crab Orchard Newsletter](#)
- [Homestead Newsletter](#)
- [Martin Newsletter](#)
- [North Newsletter](#)
- [Phoenix Newsletter](#)
- [PHS Newsletter](#)
- [Pine View Newsletter](#)
- [SMHS Newsletter](#)
- [South Newsletter](#)
- [Stone Elementary Newsletter](#)

16.G.7. School Calendar of Events

Attachments: (12)

- [Brown Calendar](#)
- [CCHS Calendar](#)
- [Crab Orchard Calendar](#)
- [Homestead Calendar](#)
- [Martin Calendar](#)
- [North Calendar](#)
- [Phoenix Calendar](#)
- [PHS Calendar](#)
- [Pine View Calendar](#)
- [SMHS Calendar](#)
- [South Calendar](#)
- [Stone Elem. Calendar](#)

17. School Board Committees

17.A. Policy Committee-Ms. Rebecca Hamby

17.A.1. *Approval of First Reading of Policies

Attachments: (6)

- [2.8041 Travel](#)
- [3.3001 Use of Cellular Phones](#)
- [4.206 Special Programs](#)
- [4.601 Reporting Student Progress](#)
- [4.700 Testing Programs](#)

- [4.701 Maintaining Test & Data Security](#)

17.A.1.a. Review Only Policies

Attachments: (31)

- [2.404 School Support Organizations](#)
- [2.700 Accounting System](#)
- [4.100 Instructional Goals](#)
- [4.201 Class Size Ratios](#)
- [4.202 Special Education](#)
- [4.2021 Special Education Class Size](#)
- [4.203 Advanced College Placement](#)
- [4.204 Summer Instructional Programs](#)
- [4.205 Enrollment in College Level Courses](#)
- [4.207 English Learners](#)
- [4.211. Worked Based Learning Program](#)
- [4.212 Virtual Education Program](#)
- [4.213 Family Life Education](#)
- [4.301 Interscholastic Athletics](#)
- [4.302 Field Trips & Excursions](#)
- [4.400 Instructional Materials](#)
- [4.401 Textbook Selection, Distribution, and Care](#)
- [4.404 Use of Copyrighted Material](#)
- [4.405 Employee-Developed Materials](#)
- [4.407 Web Pages](#)
- [4.501 School Volunteers](#)
- [4.6011 Homework](#)
- [4.606 Graduation Activities](#)
- [4.702 Evaluations of Instructional Programs](#)
- [4.801 Controversial Materials](#)
- [4.802 Student Equal Access \(Limited Public Forum\)](#)
- [4.803 Recognition of Religious Beliefs, Customs & Holidays](#)
- [4.805 Prayer and Period of Silence](#)
- [5.310 Vacations and Holidays](#)
- [6.314 Corporal Punishment](#)
- [6.506 Students from Military Families](#)

17.A.2. *Approval of Second Reading of Policies

Attachments: (26)

- [Policy 2.802 Payroll Procedures](#)
- [Policy 3.100 Business Management Goals](#)
- [Policy 3.203 Crisis Management](#)
- [Policy 3.207 Energy Use and Conservation](#)

- [Policy 3.208 Facilities Planning](#)
- [Policy 3.210 Naming of Facilities](#)
- [Policy 3.211 New Project Planning](#)
- [Policy 3.212 District Water Testing](#)
- [Policy 3.218 Service Animals in District Facilities](#)
- [Policy 3.219 Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum](#)
- [Policy 3.220 Access to Private Facilities](#)
- [Policy 3.300 Equipment and Supplies Management](#)
- [Policy 3.301 Equipment and Supplies-Leasing and Renting](#)
- [Policy 3.400 Student Transportation Management](#)
- [Policy 3.401 Bus Scheduling and Routing](#)
- [Policy 3.402 Special Use of Schools Vehicles](#)
- [Policy 3.403 Traffic and Parking Controls](#)
- [Policy 3.405 Commercial Advertising on School Buses](#)
- [Policy 3.500 Food Service Management](#)
- [Policy 3.600 Insurance Management](#)
- [Policy 3.602 Worker's Compensation](#)
- [Policy 3.2011 Protection Against Injury](#)
- [Policy 3.2012 Violation of Safety Procedures](#)
- [Policy 4.209 Alternative Credit Options](#)
- [Policy 4.502 Parent and Family Engagement](#)
- [Policy 6.307 Drug Free Schools](#)

17.A.2.a. Review Only Policies

Attachments: (31)

- [2.404 School Support Organizations](#)
- [2.700 Accounting System](#)
- [4.100 Instructional Goals](#)
- [4.201 Class Size Ratios](#)
- [4.202 Special Education](#)
- [4.2021 Special Education Class Size](#)
- [4.203 Advanced College Placement](#)
- [4.204 Summer Instructional Programs](#)
- [4.205 Enrollment in College Level Courses](#)
- [4.207 English Learners](#)
- [4.211. Worked Based Learning Program](#)
- [4.212 Virtual Education Program](#)
- [4.213 Family Life Education](#)
- [4.301 Interscholastic Athletics](#)
- [4.302 Field Trips & Excursions](#)
- [4.400 Instructional Materials](#)
- [4.401 Textbook Selection, Distribution, and Care](#)

- [4.404 Use of Copyrighted Material](#)
- [4.405 Employee-Developed Materials](#)
- [4.407 Web Pages](#)
- [4.501 School Volunteers](#)
- [4.6011 Homework](#)
- [4.606 Graduation Activities](#)
- [4.702 Evaluations of Instructional Programs](#)
- [4.801 Controversial Materials](#)
- [4.802 Student Equal Access \(Limited Public Forum\)](#)
- [4.803 Recognition of Religious Beliefs, Customs & Holidays](#)
- [4.805 Prayer and Period of Silence](#)
- [5.310 Vacations and Holidays](#)
- [6.314 Corporal Punishment](#)
- [6.506 Students from Military Families](#)

17.B. Athletic Committee

17.C. Budget Committee Meeting - Ms. Teresa Boston

17.D. Building and Grounds Committee-Mr. Robert Safdie

17.D.1. Phoenix School Awning

Attachments: (1)

- [Phoenix Awning](#)

17.E. Safety Committee-Mrs. Rebecca Hamby

17.F. Contract Committee-Ms. Teresa Boston

18. Chief Financial Officer's Report

18.A. *141 Budget Amendments

Attachments: (5)

- [141 Budget Amendment BOE Travel Expense](#)
- [141 Budget Amendment CTE-GP Clerical](#)
- [141 Budget Amendment CTE-GP Construction & Instructional Supplies](#)
- [141 Budget Amendment CTE-Middle School STEM Start UP & Expansion Grant](#)
- [141 Budget Amendment-General](#)

18.B. *142 Budget Amendments

Attachments: (4)

- [142 Budget Amendment Federal-ARP](#)
- [142 Budget Amendment Federal-Baby Birds](#)
- [142 Budget Amendment Federal-IDEA Part B](#)
- [142 Budget Amendment Federal-IDEA Preschool](#)

18.C. Monthly Financial Report

Attachments: (1)

- [Financial Report](#)

18.D. Monthly Sales Tax Report

Attachments: (1)

- [Sales Tax Report](#)

19. *Consent Agenda

19.A. *Approval of Volunteers

Attachments: (7)

- [CCHS Volunteer List](#)
- [Homestead Volunteer List](#)
- [Martin Elem Volunteer List](#)
- [North Volunteer List](#)
- [SMHS Volunteer List](#)
- [South Volunteer List](#)
- [Youth Achievement Volunteer List](#)

19.B. *Approval of Overnight and Out of State Field Trips

Attachments: (6)

- [CCHS Overnight Request-Band-Gatlinburg](#)
- [CCHS Overnight Request-Baseball-Sevierville](#)
- [CCHS Overnight Request-Wrestling-Franklin](#)
- [SMHS Overnight Request-Band-Cookeville](#)
- [SMHS Overnight Request-Choir-Cleveland, TN](#)
- [SMHS Overnight Request-Tennis Team-Murfreesboro](#)

19.C. *School Wide Fundraisers

Attachments: (3)

- [North School Wide Fundraiser](#)
- [SMHS School Wide Fundraiser-Student Council-Candy](#)
- [SMHS School Wide Fundraiser-Student Council-Dance](#)

19.D. *Approval of Disposal of Surplus Property

Attachments: (6)

- [CCHS Retired Inventory](#)
- [Crab Orchard Retired Inventory](#)
- [CTE, General, SPED Retired Inventory](#)

- [Phoenix Retired Inventory](#)
- [SMHS Retired Inventory](#)
- [Transportation Dept Retired Inventory \(Buses\)](#)

19.E. *Executive Approval

Attachments: (5)

- [A. Bryant Volunteer Application](#)
- [R. Hively Volunteer Application](#)
- [G. Thurman Volunteer Application](#)
- [Stone Service Corporation Lowest Bid](#)
- [Stubbs Construction Lowest Bid](#)

20. Old Business

21. Questions from Media

22. Adjournment

23. (*) Indicates Board Approval Required

Web Viewer



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

2022-2023 Tenure Recommendations

Cindy Kemmer	Brown Elementary
Andrew Owen	Brown Elementary
Aaron Marsee (Reinstatement)	Brown Elementary
April Shelton	Crab Orchard Elementary
Wendy Bridges	Homestead Elementary
Lauren Mathews	Homestead Elementary
Ashlee Norris	Martin Elementary
Emily Butters	Martin Elementary
Rose Davis	Martin Elementary
Ashton Davis	North Elementary
Tammy Phillips	Pleasant Hill Elementary
Sharon Miller	Phoenix School
Ginnie Wheeler	Phoenix School
Chelsea Phillips	SMHS
Mary Jane Allen (Reinstatement)	CCHS



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

January 17, 2023

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Re: Approval to Apply for the National School Lunch Program Equipment Assistance Grant

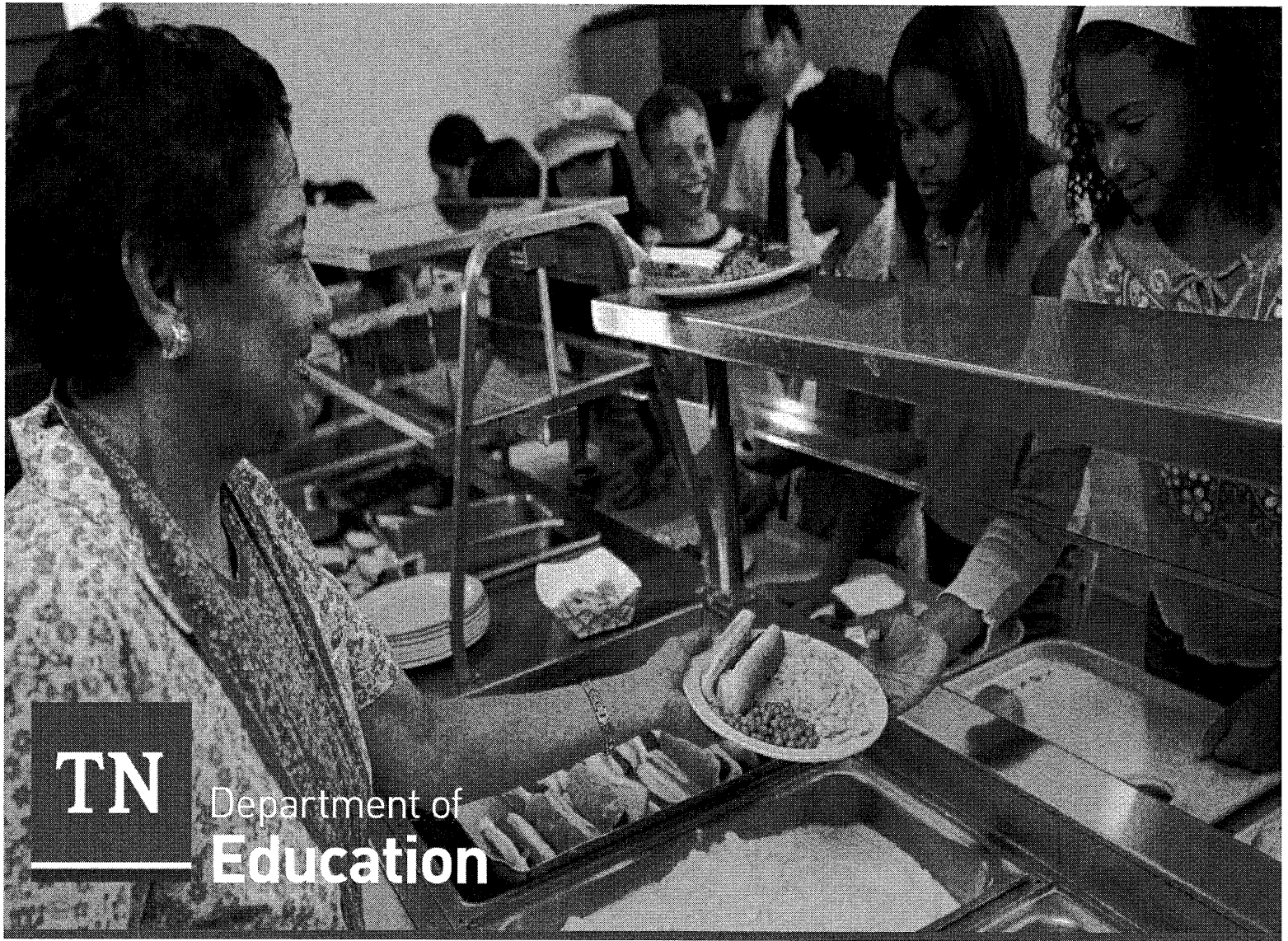
Dear Mr. Stepp and Cumberland County Board of Education,

The Cumberland County School Nutrition Program is requesting approval to apply for the National School Lunch Program Equipment Assistance Grant. The grant funding amount is based on the cost of the equipment and the amount of funds the State has available to award.

Please see the attached pages for information about the grant. The grant application is due by February 15.

Respectfully,

Kathy Hamby
School Nutrition District Supervisor
Cumberland County Board of Education/Central Services



TN

Department of
Education

Equipment Assistance Grant CFDA

10.579

FAIN 225TN350N8103

U.S. Department of Agriculture (USDA) National
School Lunch Program (NSLP)

Tennessee Department of Education | School Nutrition Program | December 2022



Submission Process

The United States Department of Agriculture (USDA) has awarded the State of Tennessee **\$2,144,289** in federal funds for National School Lunch Program (NSLP)-Equipment Assistance Grants for FY 2022. These funds will allow School Food Authorities (SFA) to purchase equipment that is needed to serve healthier school meals, improve food safety, and to help support the establishment, maintenance, or expansion of the School Breakfast Program. The performance period for the NSLP-Equipment Assistance Grant is October 1, 2022-September 30, 2024.

State agencies must award these grants via a competitive grant process to SFAs participating in the NSLP. Funds can be used to purchase equipment, with a value greater than \$1,000, needed to serve healthier meals, improve food safety; and to help support the establishment, maintenance, or expansion of the NSLP and/or the School Breakfast Program (SBP).

Please complete and submit the following documentation no later than 4:30 p.m. CT on **February 15, 2023**:

- one application per piece of equipment, per school (attached)

It is recommended that SFAs use the following best practices to assist their efforts to upgrade food service equipment to serve healthier meals. The SFA should work collaboratively with:

- parents, teachers, students, and funders to identify and implement strategies for meeting equipment, infrastructure, and training needs; and
- non-profit/for-profit organizations interested in improving children's health, education, school infrastructure, and community wellness to aid in acquiring the necessary equipment.

All requested documentation should be submitted electronically to School.Nutrition@tn.gov with **"2022 NSLP Equipment Grant"** in the subject line.

For more information regarding grant eligibility, procurement, and rules and regulations, please refer to USDA memo SP 1-2023: <https://www.fns.usda.gov/cn/additional-funds-fy-2022-nslp-equipment-assistance-grants-sfa>.

If you have any questions, please contact Lynsey Paul by phone at (615) 202-5116 or (800) 354-3663, or by email at Lynsey.Paul@tn.gov.

NSLP Equipment Assistance Grant Application 2022-2023

PART I: SFA/LEA Information

Name of SFA/LEA:

SFA #:

Mailing Address:

City:

State: TN

Zip:

Public Website:

Director of Schools Name:

Phone:

Email:

School Nutrition Program Director:

Phone:

Email:

Please note: Grant applications will not be considered without all required information completed.

Part II: School Site Application and Equipment details

Name of SFA/LEA:

School Site Name:

City:

St: TN

Zip:

Equipment Item Description (Make and Model):

Size or Other Specifications:

This purchased equipment will be:

- New Equipment
- Replacement of Existing Equipment (___ Year(s) old)
- Renovation of Existing Equipment (___ Year(s) old)

Additional equipment item costs-
must include itemization of costs
for equipment: (i.e., installation,
electrical, and/or plumbing)

Estimated Total Cost: \$

Equipment item description reflects effort to get the best possible value for the money including written specification and equipment selection, bid research, and bid reliability. All costs associated with purchase and installation have been included in this section. Bids, quotes, and additional research documentation should be submitted along with application for clarity. (10 points maximum)

Part III: Narrative

Improved Quality of Programming

1) Describe how requested equipment can meet at least three of the following focus areas (one piece of equipment may cover more than one focus area):

- Equipment that improves the quality and nutrition of school meals ((e.g., replacing fryers with combination steamer-ovens). Equipment that improves the quality of school nutrition meals in ways that support the nutritional standards.);
- Equipment that improves the safety of the food served in the school meal programs. (For example: Cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, etc.);
- The availability of existing state and local funding for equipment purchases (Districts that have a three-month operating balance are encouraged to use School Nutrition funds to purchase needed equipment.);
- Age of existing food service equipment or improvement to overall efficiency of the food service operations – energy or labor (For example: Purchase of an energy-efficient walk-in freezer replacing outdated freezer, purchase of new equipment that saves on labor hours during meal preparation like food processors, dough sheeter, steamers, tilting steam kettle, etc.);
- Equipment used to improve or expand participation in the National School Lunch Program and/or School Breakfast Program. (For example: Equipment for serving meals in a non-traditional setting, convenient or more mobile friendly, or to better utilize cafeteria space, cooler for grab and go salads and sandwiches);
- Equipment used to create program efficiencies and ensure program integrity.

(60 points maximum – 10 points for each criteria met)-Applications that demonstrate the equipment will help meet multiple focus areas will receive a higher score.

2) Specifically describe the limited equipment resources that prevent the identified site from doing one or more of the following: serving healthier school meals, promoting food safety, and expanding access to quality school meal programs.

(30 points maximum - 10 points per criteria)

Part IV: SFA Assurances Form

NSLP Equipment Assistance Grant Application 2022-2023

The School Nutrition Program Director and Director of Schools must sign below to indicate their approval of the contents of the application and the receipt of program funds.

On _____(date) _____

(SFA Name) hereby agrees to the following assurances:

- All the information provided in this application is true and correct and all local, state, and federal regulations regarding procurement and expenditures will be followed (the department reserves the right to verify information contained in this application).
- The purchases made with NSLP funds are subject to audit and review by the USDA and the Tennessee Department of Education (TDOE).
- All funds will be tracked separately from other School Nutrition Program funds.
- All department and USDA-required reporting will be completed and maintained on file.
- Procurement and expenditure activities will be completed by September 30, 2024.

Signature of School Nutrition Program Director

Date

Signature of Director of Schools

Date

Attachment B: Regulations

The School Nutrition Program Director and Director of Schools must sign below to indicate their review of the following regulations:

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR 400: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 7 CFR Part 3: "Debt Management"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- "Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417"
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. 112-55)
- Sections 745 and 746 of the Consolidated Appropriations Act, 2017 (P.L. 115-31)
- "The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006"
- Privacy Act. The Cooperator/Recipient shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

COST Principles

- 2 CFR Part 200 Subpart E: "Cost Principles"

USDA Regulations

- 7 CFR Part 15: "Nondiscrimination"
- Freedom of Information Act (FOIA): public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

Assurance of Civil Rights Compliance

The State agency hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);

- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the State agency agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the State agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the State agency.

I hereby certify that I have read, understood, and agree to abide by all of the aforementioned regulations pursuant to the NSLP Equipment Assistance Grant:

Signature of School Nutrition Program Director

Date

Signature of Director of Schools

Date

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 3) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 4) **fax:**
(833) 256-1665 or (202) 690-7442; or
- 5) **email:**
Program.Intake@usda.gov



BILL LEE

GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN

COMMISSIONER

Disclaimer:

The State of Tennessee is providing the USDA NSLP Equipment Assistant Grant opportunity. By making this submission, Tennessee makes no concessions as to the scope of the terms "sex" or "discrimination" as they appear in Title IX of the Education Amendments of 1972 and the Food and Nutrition Act or implementing regulations. Tennessee does not concede that USDA's extension of those statutes to issues pertaining to sexual orientation and gender identity is a valid funding condition, and the State reserves the right to challenge that condition in any appropriate forum. The State expressly incorporates by reference any arguments raised in its pending litigation against the USDA. See *Tennessee v. USDA*, No. 3:22-CV-257 (E.D. Tenn.). Tennessee notes that, in imposing requirements related to sexual orientation and gender identity, USDA relied on an interpretation by the U.S. Department of Education that was enjoined from implementation by a federal court. See *Tennessee v. Dep't of Educ.*, No. 3:21-CV-308, 2022 WL 2791450, at *1 (E.D. Tenn. July 15, 2022).

Tennessee maintains that it administers the SNAP program in compliance with the antidiscrimination provisions of Title IX and the Food and Nutrition Act, as they are properly interpreted.

Sincerely,

William Byford

TN State Nutrition Director

JOB DESCRIPTION
Cumberland County School District

Chief Operations Officer

Objective

The purpose of establishing the Chief Operations Officer position is to establish an oversight mechanism responsible for the District's Operational Departments (Inventory, Maintenance, Technology, Transportation, School Nutrition, Emergency Management, Human Resources, Finance, and others as assigned). The Chief Operations Officer will manage the daily activities of each department, establish procedures, evaluate performance, implement changes when necessary, and ensure adherence to all federal and state regulations.

This Chief Operations Officer reports to the Director of Schools.

Essential Functions

- Responsible for the administration of all operational department budgets.

- Communicate, when necessary, with vendors regarding purchasing and procurement issues, ensure all district procurement policies and procedures are being followed.

- Approve and assist in the preparation of departmental bids for equipment, supplies, and services.

- Oversee the operations of the school bus fleet and the overall delivery of student transportation services.

- Consults with school principals and other administrators to establish preventive maintenance and capital improvement programs.

- Exercise oversight in the development, implementation and evaluation of training programs for operational personnel.

- Oversee construction projects to ensure that all plans, specifications and timelines are being observed and followed by vendors and contractors.

- Monitor district utility billings, investigate overages and participate – when feasible – in energy conservation programs.

- Evaluate and recommend new equipment purchases (vehicles, mowers, buses, etc.)

- Investigate and resolve routine complaints with department personnel from parents or other school personnel.

- Assist in the recruitment and hiring of departmental personnel.

- Conduct annual performance evaluations of all departmental supervisors.

- Provide leadership to staff to ensure understanding and operational support of the district's educational objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient operation of all departments in support of the operation of the school district.

-

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS required to perform multiple, technical tasks successfully in a minimal amount of time; when required, utilize the fundamentals of discretion and confidentiality.

KNOWLEDGE of health and safety regulations pertaining to Occupational Safety and Health Administration (OSHA), Tennessee OSHA, and the Tennessee State and Cumberland County Fire Marshals.

KNOWLEDGE and complete understanding of all student transportation to include all the rules, regulations, and policies governing student transport and all other departments.

ABILITY to work under stressful conditions and time constraints.

ABILITY to interact in a positive and professional manner with the public as well as school personnel.

ABILITY to represent the district as needed with other governmental bodies.

ABILITY to critically analyze situations and data accurately as a means to adopt the appropriate course of action.

Responsibility

Responsibilities include working under limited supervision using acceptable practices and/or methods; leading, guiding, and/or coordinating with others; and operating within a defined budget.

Working Environment

The position will require sitting, walking, and standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience - Job related experience is required.

Education – Bachelor’s Degree in Business, Management, or Logistics preferred and/or ten years of senior level supervisory experience in operations.

Equivalency - None Specified.

Requirement – This is a non-certified or certified position (i.e. This individual is not required to have a teaching certificate to qualify for the position).

Certificates / License- Valid Tennessee Driver’s License, must be insurable in Tennessee.

Fair Labor Standards Act (FLSA) Status - Non-Exempt.
Approval Date -



December 21, 2022

Mr. William Stepp
368 4th St.
Crossville, TN 38555

Dear Mr. William Stepp,

I am pleased to inform you that your application for funding under the Safe Schools Grant has been approved in the amount \$134,650.00 of contingent on a local match of \$37,250.00. In addition, a carryover of \$64,955.46 has been approved for a total allocation of \$199,605.46. Please remember the carryover must be obligated by December 30, 2022.

Please note that grant expenditures, reimbursement requests, and required reports must meet all expectations noted in your signed Assurances page posted in ePlan and must be completed during the grant period of 6/30/2022 through 7/1/2023.

Reimbursement requests will need to be submitted in ePlan, here. Questions regarding the funding should be directed to me via phone at 615-982-0022 or email at Bennett.Wilson@tn.gov.

Sincerely,

Bennett Wilson

Bennett Wilson
Safe Schools Coordinator

Cc: magnussonb@ccschools.k12tn.net

SPARC: Supporting Postsecondary Access in Rural Communities.
The SPARC grant initiative is a non-competitive intervention project focused on the advancement of Career & Technical Education (CTE) programs in ninety-one (91) distinct Tennessee counties or communities. The project is a targeted initiative to engage in K-12 leadership and CTE administrators in an effort to bridge, if not resolve, three (3) identified areas of need .

Please see the attached signed and approved SPARC contract. The contract start date was January 15, 2023. Therefore, you may begin your grant activities. This means you can begin creating purchase orders and spending grant funds. We will provide more information related to maintaining records and reporting grant activities to THEC in a webinar that will take place in mid-late February. We will send out more information about that webinar in the future. For now, know that you will be required to submit invoices and proofs of payment (i.e. check stub or P-card statement) for each SPARC expense. Following that webinar, THEC will provide you with access to a TNCloud folder that contains required reporting templates, a final contract, and a space to upload your documents.

This information is **not** embargoed. Therefore, you can release information about your grant to the public or the media. **However, if you choose to share this news with the local media, please contact us for guidance.**

We look forward to working with you over the next couple of years, and we are excited to see the impact these funds make in your community. We will be in touch soon, but if you have any questions, please feel free to contact Brandon Hudson, Amber Walsh, or myself anytime.

Mitch Currey | Director of Workforce & Economic Development
Tennessee Tower, 9th Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
p. 615-741-1072 c. 615-924-0681
mitch.currey@tn.gov
www.tn.gov/thec
@TNHigherEd



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 01/15/2023	End Date 12/31/2024	Agency Tracking # 33201-03723	Edison ID 77075
--------------------------	------------------------	----------------------------------	--------------------

Grantee Legal Entity Name Cumberland County Board of Education	Edison Vendor ID 0000004173
---	--------------------------------

Subrecipient or Recipient <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Recipient	Assistance Listing Number: N/A
Grantee's fiscal year end: 06/30/2024	

Service Caption (one line only)
Supporting Postsecondary Access in Rural Communities (SPARC) grant initiatives for the advancement of Career & Technical Education (CTE) programs.

Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
23	\$95,158.00				\$95,158.00
TOTAL:	\$95,158.00				\$95,158.00

Grantee Selection Process Summary	
<input type="checkbox"/> Competitive Selection	
<input checked="" type="checkbox"/> Non-competitive Selection	The Supporting Postsecondary Access in Rural Communities (SPARC) grant initiative utilized a Request for Information (RFI) process for the advancement of Career & Technical Education (CTE) programs in distressed, at-risk, or transitional counties.

<p>Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.</p> <p style="text-align: center;"><i>Jason Cavender</i> <small>Jason Cavender (Dec 12, 2022 09:48 CST)</small></p> <p style="text-align: center;">Jason Cavender, Chief Financial Officer 615.532.8303</p>	<p>CPO USE - GG</p>
---	---------------------

Speed Chart (optional) 3320902000	Account Code (optional) HESPARC2.00000
--------------------------------------	---

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
TENNESSEE HIGHER EDUCATION COMMISSION
AND
CUMBERLAND COUNTY BOARD OF EDUCATION**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Tennessee Higher Education Commission, hereinafter referred to as "THEC", "State", or the "Grantor State Agency" and Grantee Cumberland County Board of Education, hereinafter referred to as the "Grantee," is for the provision of the advancement of Career & Technical (CTE) programs in rural Tennessee communities, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000004173

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. SPARC: Supporting Postsecondary Access in Rural Communities. The SPARC grant initiative is a non-competitive intervention project focused on the advancement of Career & Technical Education (CTE) programs in ninety-one (91) distinct Tennessee counties or communities. The project is a targeted initiative to engage in K-12 leadership and CTE administrators in an effort to bridge, if not resolve, three (3) identified areas of need:
- a. Current infrastructure and facility modifications necessary to accommodate program and equipment modification;
 - b. Update equipment, program materials, and program supplies for current and developing CTE offerings at the high school(s) selected by THEC that meet the criteria for inclusion in SPARC as outlined in this Section; and,
 - c. The development and implementation of industry credentialing, work-based learning, and dual enrollment opportunities at the high school or in partnering with the appropriate postsecondary institution partners.

The selected high school for the Grantee includes: Cumberland County High School.

As such, the grant funds awarded and budgeted within this initiative and contract shall be used to address the identified areas of need as determined by the Grantee, as specified in the budget allocations identified in Attachment A.

- A.3. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the Parent/Child Information document (Attachment B);
 - c. the Notice of Audit Report (Attachment C);
 - d. the State grant RFI solicitation (Attachment D) as may be amended, if any;

- e. the Grantee's response to RFI (Attachment E) incorporated to elaborate supplementary scope of services specifications; and,
- f. any communication with Grantee regarding changes in the Grantee's proposal (Attachment F).

A.4. Reporting. The Grantee shall submit quarterly progress reports on measurable objectives for each phase of the project. Quarterly reporting will begin with the quarter ending January 31, 2023 and will continue through the close out of the grant based on the reporting calendar established by THEC.

A.5. Site Visits. Grantee will permit THEC to perform site visits as deemed necessary. When applicable, THEC will notify Grantee of any documentation, equipment, or other items THEC will review during the visit.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on January 15, 2023 ("Effective Date") and ending on December 31, 2024 ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

B.1. Renewal Options. This Grant Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to one (1) renewal option under the same terms and conditions for a period not to exceed twelve (12) months each by the State, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.

C. PAYMENT TERMS AND CONDITIONS:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Ninety-Five Thousand One Hundred Fifty-Eight Dollars (\$95,158.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.

C.3. Payment Methodology – Total Advance Payment. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the maximum liability established in section C.1. Payment to the Grantee shall be a lump sum made in advance upon approval of this Grant Contract.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Reserved. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

C.6. Budget Line-item: Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may request revisions of Grant Budget line-items by letter, giving full details supporting such request, provided that such revisions do not increase total

Grant Budget amount. Grant Budget line-item revisions may not be made without prior, written approval of the State in which the terms of the approved revisions are explicitly set forth. Any increase in the total Grant Budget amount shall require a Grant Contract amendment.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.

C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.

- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
- b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.

D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.

- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount except for the limited purpose of paying Tennessee College of Applied Technology (TCATs) to accomplish the purpose of this program as set forth in A.2.(c), shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Mitch Currey, Senior Director of Workforce and Economic Development
Tennessee Higher Education Commission
312 Rosa L. Parks Ave.
9th Floor, TN Tower
Nashville, TN 37243
Mitch.Currey@tn.gov
Telephone: 615.741.1072

Dr. Brandon Hudson, Senior Director of Workforce and Economic Development
Tennessee Higher Education Commission
312 Rosa L. Parks Ave.
9th Floor, TN Tower
Nashville, TN 37243
Brandon.Hudson@tn.gov

Telephone: 615.741.7575

THEC Fiscal:

Jason Cavender, Chief Financial Officer
Tennessee Higher Education Commission
312 Rosa L. Parks Ave.
9th Floor, TN Tower
Nashville, TN 37243
Jason.Cavender@tn.gov
Telephone: 615.532.8303

The Grantee:

William Maddox
Cumberland County Board of Education
368 Fourth St.
Crossville, TN 38555
Maddoxs1@ccschools.k12tn.net
Telephone: 931.484.6135

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.

- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.
- If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment C.
- When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpi=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery,

- falsification, or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E. 2. Family Educational Rights and Privacy Act & Tennessee Data Accessibility, Transparency and Accountability Act. The Grantee shall comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and its accompanying regulations (34 C.F.R. § 99) ("FERPA"). The Grantee warrants that the Grantee is familiar with FERPA requirements and that it will comply with these requirements in the performance of its duties under this Grant Contract. The Grantee agrees to cooperate with the State, as required by FERPA, in the performance of its duties under this Grant Contract. The Grantee agrees to maintain the confidentiality of all education records and student information. The Grantee shall only use such records and information for the exclusive purpose of performing its duties under this Grant Contract. The obligations set forth in this Section shall survive the termination of this Grant Contract.

The Grantee shall also comply with Tenn. Code Ann. § 49-1-701, et seq., known as the "Data Accessibility, Transparency and Accountability Act," and any accompanying administrative rules or regulations (collectively "DATAA"). The Grantee agrees to maintain the confidentiality of all records containing student and de-identified data, as this term is defined in DATAA, in any databases, to which the State has granted the Grantee access, and to only use such data for the exclusive purpose of performing its duties under this Grant Contract.

Any instances of unauthorized disclosure of data containing personally identifiable information in violation of FERPA or DATAA that come to the attention of the Grantee shall be reported to the State within twenty-four (24) hours.

- E.3. Personally Identifiable Information. While performing its obligations under this Grant Contract, Grantee may have access to Personally Identifiable Information held by the State ("PII"). For the purposes of this Grant Contract, "PII" includes "Nonpublic Personal Information" as that term is defined in Title V of the Gramm-Leach-Bliley Act of 1999 or any successor federal statute, and the rules and regulations thereunder, all as may be amended or supplemented from time to time ("GLBA") and personally identifiable information and other data protected under any other applicable laws, rule or regulation of any jurisdiction relating to disclosure or use of personal information ("Privacy Laws"). Grantee agrees it shall not do or omit to do anything which would cause the State to be in breach of any Privacy Laws. Grantee shall, and shall cause its employees, agents and representatives to: (i) keep PII confidential and may use and disclose PII only as necessary to carry out those specific aspects of the purpose for which the PII was disclosed to Grantee and in accordance with this Grant Contract, GLBA and Privacy Laws; and (ii) implement and maintain appropriate technical and organizational measures regarding information security to: (A) ensure the security and confidentiality of PII; (B) protect against any threats or hazards to the security or integrity of PII; and (C) prevent unauthorized access to or use of PII. Grantee shall immediately notify State: (1) of any disclosure or use of any PII by Grantee or any of its employees, agents and representatives in breach of this Grant Contract; and (2) of any disclosure of any PII to Grantee or its employees, agents and representatives where the purpose of such disclosure is not known to Grantee or its employees, agents and representatives. The State reserves the right to review Grantee's policies and procedures used to maintain the security and confidentiality of PII and Grantee shall, and cause its employees, agents and representatives to, comply with all reasonable requests or directions from the State to enable the State to verify or ensure that Grantee is in full compliance with its obligations under this Grant Contract in relation to PII. Upon termination or expiration of the Grant Contract or at the State's direction at any time in its sole discretion, whichever is earlier, Grantee shall immediately return to the State any and all PII which it has received under this Grant Contract and shall destroy all records of such PII.

The Grantee shall report to the State any instances of unauthorized access to or potential disclosure of PII in the custody or control of Grantee ("Unauthorized Disclosure") that come to the Grantee's attention. Any such report shall be made by the Grantee within twenty-four (24) hours after the Unauthorized Disclosure has come to the attention of the Grantee. Grantee shall take all necessary measures to halt any further Unauthorized Disclosures. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals whose PII was affected by the Unauthorized Disclosure. The Grantee shall bear the cost of notification to all individuals affected by the Unauthorized Disclosure, including individual letters and public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to this State under this Grant Contract or otherwise available at law. The obligations set forth in this Section shall survive the termination of this Grant Contract.

IN WITNESS WHEREOF,

CUMBERLAND COUNTY BOARD OF EDUCATION:



 BILLY STEPP, DIRECTOR OF SCHOOLS



 DATE

TENNESSEE HIGHER EDUCATION COMMISSION:


Emily House (Dec 12, 2022 10:36 CST)

DR. EMILY HOUSE, EXECUTIVE DIRECTOR

DATE

ATTACHMENT A

GRANT BUDGET				
33201-03723 ID 77075 CUMBERLAND COUNTY BOARD OF EDUCATION SPARC 4.0				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 01/15/2023 END: 12/31/2024				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	\$0.00	\$0.00	\$0.00
4. 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$39,558.00	\$0.00	\$39,558.00
11. 12	Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$55,600.00	\$0.00	\$55,600.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$95,158.00	\$0.00	\$95,158.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <https://www.tn.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT A

GRANT BUDGET LINE-ITEM DETAIL:

CAPITAL PURCHASE	AMOUNT
3D Printer – qty. 8 @ \$6,950/ea	\$55,600
TOTAL	\$55,600

ATTACHMENT B**Parent Child Information**

The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 0000004173

Is Cumberland County Board of Education a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Cumberland County Board of Education a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____

ATTACHMENT C

Notice of Audit Report

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to cpo.auditnotice@tn.gov. **The Grantee should submit only one, completed "Notice of Audit Report" document to the State ninety (90) days prior to the Grantee's fiscal year.**

- Cumberland County Board of Education is subject to an audit for fiscal year 2023.
- Cumberland County Board of Education is not subject to an audit for fiscal year 2023.

Grantee's Edison Vendor ID Number: 0000004173

Grantee's fiscal year end: 06/30/2023

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee's fiscal year
Federal pass-through funds a. Funds passed through the State of Tennessee b. Funds passed through any other entity	a. b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

Form Name: SPARC 4.0 RFI - Transitional
Submission Time: November 8, 2022 11:36 am
Browser: unknown / unknown
IP Address: 127.0.0.1
Unique ID: 999999999
Location: 64.7511, -147.3494

STATEMENT OF PURPOSE:

BACKGROUND:

GENERAL INFORMATION:

I acknowledge that I have read and understand the information provided in this section. Yes

Respondent Entity Information

Respondent Legal Entity Name Testing

Respondent Legal Entity Address 123 S Main
Mayberry, IN 46251
United States

Edison ID: Testing

Must contracts in your county receive school board approval prior to being signed? Yes

Respondent Contact Person Information

Respondent Contact Person Mr John Jacob J Smith Jr

Contact Person Email john.smith@example.com

Contact Person Phone Number (123) 555-7890

Informational Component 1: Current CTE Career Clusters

Career Clusters

Please select all Career Clusters that your institution offers. Check all that apply. STEM

Informational Component 2: Identified Needs

Proposed Expense 1

Career Cluster	Transportation
Proposed Expense Type	Equipment (Single Item less than \$4,999)
Proposed Expense Location	Roane County-Roane County High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No

Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 2

Career Cluster	Finance
Proposed Expense Type	Facility Upgrades
Proposed Expense Location	Tipton County-Covington High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	Yes

Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 3

Career Cluster	Business Management & Administration
----------------	--------------------------------------

Proposed Expense Type	Industry Certifications
Proposed Expense Location	Robertson County-Springfield High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 4

Career Cluster	Arts, A/V Technology, & Communications
Proposed Expense Type	Teacher Training
Proposed Expense Location	Tipton County-Covington High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	Yes
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 5

Career Cluster	Education & Training
Proposed Expense Type	Equipment (Single Item less than \$4,999)
Proposed Expense Location	Franklin County-Franklin Co High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 6

Career Cluster Transportation

Proposed Expense Type Equipment (Single Item less than \$4,999)

Proposed Expense Location Giles County-Richland School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? No

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 7

Career Cluster Finance

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Washington County-David Crockett High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	No

Proposed Expense 8

Career Cluster	Marketing, Distribution, & Logistics
Proposed Expense Type	- Select an Option -
Proposed Expense Location	Shelby County-Sheffield High
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No

Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 9

Career Cluster	STEM
Proposed Expense Type	Consumables/Supplies
Proposed Expense Location	Knox County-Fulton High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	Yes

Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0

Do you have additional proposed expenses to report? Yes

Proposed Expense 10

Career Cluster - Select an Option -

Proposed Expense Type Teacher Training

Proposed Expense Location Stewart County-Stewart Co High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 11

Career Cluster Marketing, Distribution, & Logistics

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Polk County-Polk County High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 12

Career Cluster	Government & Public Administration	Attachment D
Proposed Expense Type	Equipment (Single Item \$5,000 or above)	
Proposed Expense Location	Blount County-William Blount High School	
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	Yes	
Proposed Expense	Testing	
Purchase Quantity	0	
Cost Per Unit	0	
Total	0	
Do you have additional proposed expenses to report?	No	

Proposed Expense 13

Career Cluster	Agriculture, Food, & Natural Resources
Proposed Expense Type	- Select an Option -
Proposed Expense Location	Giles County-Richland School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 14

Career Cluster	Multiple Career Clusters
Proposed Expense Type	Dual Enrollment Instructor/Teacher Salary
Proposed Expense Location	Polk County-Polk County High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 15

Career Cluster Marketing, Distribution, & Logistics

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Weakley County-Westview High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 16

Career Cluster Arts, A/V Technology, & Communications

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Obion County-Obion County Central High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Proposed Expense 17

Career Cluster	Law, Public Safety, Corrections, & Security
Proposed Expense Type	Equipment (Single Item \$5,000 or above)
Proposed Expense Location	Putnam County-Monterey High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	No

Proposed Expense 18

Career Cluster	Finance
Proposed Expense Type	Consumables/Supplies
Proposed Expense Location	Smith County-Gordonsville High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0

Do you have additional proposed expenses to report? Yes

Proposed Expense 19

Career Cluster Finance

Proposed Expense Type Industry Certifications

Proposed Expense Location Shelby County-B. T. Washington High

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? No

Proposed Expense 20

Career Cluster Agriculture, Food, & Natural Resources

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Shelby County-Sheffield Career Technology Center

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 21

Career Cluster	Advanced Manufacturing	Attachment D
Proposed Expense Type	Facility Upgrades	
Proposed Expense Location	Anderson County-Anderson County High School	
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No	
Proposed Expense	Testing	
Purchase Quantity	0	
Cost Per Unit	0	
Total	0	
Do you have additional proposed expenses to report?	Yes	

Proposed Expense 22

Career Cluster	Law, Public Safety, Corrections, & Security
Proposed Expense Type	Equipment (Single Item \$5,000 or above)
Proposed Expense Location	Blount County-William Blount High School
Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)?	No
Proposed Expense	Testing
Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	No

Proposed Expense 23

Career Cluster	Information Technology
Proposed Expense Type	- Select an Option -
Proposed Expense Location	Shelby County-Trezevant Career and Technology Center

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? No

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 24

Career Cluster Architecture & Construction

Proposed Expense Type Equipment (Single Item \$5,000 or above)

Proposed Expense Location Humphreys County-Mc Ewen High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? Yes

Proposed Expense Testing

Purchase Quantity 0

Cost Per Unit 0

Total 0

Do you have additional proposed expenses to report? Yes

Proposed Expense 25

Career Cluster - Select an Option -

Proposed Expense Type Industry Certifications

Proposed Expense Location Bradley County-Walker Valley High School

Was this position previously funded by SPARC 3.0 (Grant Period Nov. 2021-Dec. 2023)? No

Proposed Expense Testing

Purchase Quantity	0
Cost Per Unit	0
Total	0
Do you have additional proposed expenses to report?	Yes

Informational Component 3: Opportunities & Obstacles

How do the proposed expenditures listed above increase the postsecondary access and attainment of the CTE students in your county?

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

What limiting factors, if any, are there in establishing new dual enrollment opportunities? Check all that apply.

Equipment

Other than SPARC, what other grants has your county been awarded that impact CTE? Check all that apply.

GIVE 1.0/GIVE 2.0

Submission

Form Name: SPARC 4.0 RFI - Transitional
Submission Time: October 20, 2022 3:00 pm
Browser: Chrome 105.0.0.0 / OS X
IP Address: 96.4.24.20
Unique ID: 1024108874
Location:

STATEMENT OF PURPOSE:

BACKGROUND:

GENERAL INFORMATION:

I acknowledge that I have read and understand the information provided in this section. Yes

Respondent Entity Information

Respondent Legal Entity Name Cumberland County

Respondent Legal Entity Address 368 Fourth Street
Crossville 38555

Edison ID: 4173

Must contracts in your county receive school board approval prior to being signed? Yes

Respondent Contact Person Information

Respondent Contact Person William Maddox

Contact Person Email maddoxs1@ccschools.k12tn.net

Contact Person Phone Number (931) 484-6135

Informational Component 1: Current CTE Career Clusters

Career Clusters

Please select all Career Clusters that your institution offers. Check all that apply.

Advanced Manufacturing
 Agriculture, Food, & Natural Resources
 Architecture & Construction
 Arts, A/V Technology, & Communications
 Business Management & Administration
 Education & Training
 Finance
 Health Science
 Hospitality & Tourism
 Human Services
 Information Technology
 Law, Public Safety, Corrections, & Security
 Marketing, Distribution, & Logistics
 STEM
 Transportation

Informational Component 2: Identified Needs

Proposed Expense 1

Career Cluster	Transportation
Proposed Expense Type	Consumables/Supplies
Proposed Expense Location	Cumberland County-Cumberland County High School
Proposed Expense	Textbooks - Modern Automotive Technology
Purchase Quantity	50
Cost Per Unit	90
Total	4500
Do you have additional proposed expenses to report?	Yes

Proposed Expense 2

Career Cluster	Agriculture, Food, & Natural Resources
Proposed Expense Type	Consumables/Supplies
Proposed Expense Location	Cumberland County-Cumberland County High School
Proposed Expense	Textbooks - Small Animal Care and Management, 4th edition
Purchase Quantity	25
Cost Per Unit	118

Total	2950
--------------	------

Do you have additional proposed expenses to report?	Yes
--	-----

Proposed Expense 3

Career Cluster	Health Science
-----------------------	----------------

Proposed Expense Type	Consumables/Supplies
------------------------------	----------------------

Proposed Expense Location	Cumberland County-Cumberland County High School
----------------------------------	---

Proposed Expense	Textbooks - Mosby's Pharmacy Technician, 6th Edition
-------------------------	--

Purchase Quantity	25
--------------------------	----

Cost Per Unit	108
----------------------	-----

Total	2700
--------------	------

Do you have additional proposed expenses to report?	Yes
--	-----

Proposed Expense 4

Career Cluster	Health Science
-----------------------	----------------

Proposed Expense Type	Consumables/Supplies
------------------------------	----------------------

Proposed Expense Location	Cumberland County-Cumberland County High School
----------------------------------	---

Proposed Expense	Mosby's Pharmacy Technician, Exam Review 4th Edition
-------------------------	--

Purchase Quantity	25
--------------------------	----

Cost Per Unit	71
----------------------	----

Total	1775
--------------	------

Do you have additional proposed expenses to report?	Yes
--	-----

Proposed Expense 5

Career Cluster	Health Science
-----------------------	----------------

Proposed Expense Type	Consumables/Supplies
------------------------------	----------------------

Proposed Expense Location	Cumberland County-Cumberland County High School
----------------------------------	---

Proposed Expense	Workbook and Lab Manuals for Mosby's Pharmacy Tech, 6th Edition
-------------------------	---

Purchase Quantity	25
Cost Per Unit	60
Total	1500
Do you have additional proposed expenses to report?	Yes

Proposed Expense 6

Career Cluster	STEM
Proposed Expense Type	Equipment (Single Item less than \$4,999)
Proposed Expense Location	Cumberland County-Cumberland County High School
Proposed Expense	Laptop Computers - Compatible with Makerbot 3-D printers
Purchase Quantity	25
Cost Per Unit	900
Total	22500
Do you have additional proposed expenses to report?	Yes

Proposed Expense 7

Career Cluster	STEM
Proposed Expense Type	Equipment (Single Item \$5,000 or above)
Proposed Expense Location	Cumberland County-Cumberland County High School
Proposed Expense	Ultimaker S5 3-D Printer
Purchase Quantity	8
Cost Per Unit	6950
Total	55600
Do you have additional proposed expenses to report?	Yes

Proposed Expense 8

Career Cluster	Arts, A/V Technology, & Communications
Proposed Expense Type	Equipment (Single Item less than \$4,999)

Proposed Expense Location	Cumberland County-Cumberland County High School	Attachment E
Proposed Expense	Nikon Z6II Mirrorless Digital Camera	
Purchase Quantity	2	
Cost Per Unit	1600	
Total	3200	
Do you have additional proposed expenses to report?	Yes	

Proposed Expense 9

Career Cluster	Arts, A/V Technology, & Communications	
Proposed Expense Type	- Select an Option -	
Proposed Expense Location	Cumberland County-Cumberland County High School	
Proposed Expense	Nikon Nikkor Z DX 50-250mm Telephoto Zoom Lens	
Purchase Quantity	1	
Cost Per Unit	375	
Total	375	
Do you have additional proposed expenses to report?	No	

Informational Component 3: Opportunities & Obstacles

How do the proposed expenditures listed above increase the postsecondary access and attainment of the CTE students in your county?

Current textbooks used in MLR I, II, and III are outdated and do not accurately reflect the technology incorporated in newer models of automobiles. Students pursuing Automotive Service Excellence (ASE) certifications are at a disadvantage through the use of old text and better prepare them for dual enrollment classes in MLR at our local TCAT.

The same can be said regarding the current textbooks being used in Small Animal Care. The new text incorporate additional information related to the business side of small animal care, hence the title; Small Animal Care and Management. New textbooks will also assist students in their pursuit of Tennessee Specific Industry Certification (TSIC) in animal science and WBL opportunities.

Pharmaceutical Science is a new course offered at Cumberland County High School and currently students do not have access to textbooks. The textbook requested will assist the students in gaining knowledge in the course and also assist in preparing them for the Pharmacy Technician industry certification.

The STEM lab at CCHS is currently in need of updating of old technology and equipment. Currently there are no computers in the classroom and only 2 dated 3-D printers. New equipment would help students in pursuit of Solidworks industry certifications and the 3-D printers will better prepare students with much needed 21st century employment skills.

Current AV classes are using camera equipment that is more than 10 years old and starting to deteriorate. New equipment is needed for students to capture events/activities throughout the school. Students enrolled in the Digital Design course will be pursuing the Adobe Photoshop industry certification.

What limiting factors, if any, are there in establishing new dual enrollment opportunities? Check all that apply.

Equipment

Other than SPARC, what other grants has your county been awarded that impact CTE? Check all that apply.

Innovative School Models

Submission

Cumberland County Board of Education

2022-2023 Annual Planning Calendar

JULY

- Summer Law Institute
- Approval of Members 6.317- BO
- Appoint System Testing Coordinator
- Annual Utilization Report SRO's-Bo
- Orientation for New Teachers
- Field Trip Approval
- Vendor Contracts – School

AUGUST

- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- New Teacher Celebration and Orientation
- Retirement Celebration
- Apply for Grants FRC, CSH, and SS
- New Board Member In-service

SEPTEMBER

- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Accountability Presentation
- Fall District Meeting
- TSBA Boardmanship Code of Ethics

OCTOBER

- Student Activity Funds Audit Report 2.900
- School Compliance Document
- Approval of Compliance Report

NOVEMBER

- Annual Notification of Student Rights 6.601
- Food Service Report 3.500
- Financial Report for Last Fiscal Year 2.701
- TSBA Leadership Conference/Annual Conference
- School/System Report Card
- Salary and Benefit Review Task Force
- TASBO

DECEMBER

- Budget Preparation Calendar 2.200
- Distribute Budget Requests to Staff
- DEC 1 Report-HR

JANUARY

- State Financial Audit Review
- Prioritize Budget Request
- Insurance Benefits Review
- Tenure Teacher Election and Celebration
- BOE Retreat – Annual Review of Strategic Plan
- Strategic Plan Update

FEBRUARY

- Day on the Hill
- Safety committee 3.201
- Budget Preparation

MARCH

- Certification of Textbook Adoptions 4.401
- Budget Preparation

APRIL

- Budget Preparation
- Present Preliminary Budget
- District Solutions Bus Advertising Contract

MAY

- Employee Non-Rehire Notification
- Approval Facilities Use Fees 3.206
- Submit Budget
- Director of Schools Evaluation
- Approve Tuition Fees 6.204
- Approval of Travel Compensation Rates 2.804
- Review Attorney Contract (bi-annually)
- Review SRO Contracts
- Strategic Compensation Plan Approval
- Year End Experience Report-HR

JUNE

- Non-Rehire/Tenure Notifications 5.201
- Approve Annual Budget 2.200
- Submit Budget to County Government
- Federal Consolidated Plans (ESSA, IDEA, CTE, VPK, Homeless, 21st CCLC)
- Coordinated School Health Report
- Submit Salary Scales for Approval

WORK SESSIONS OR RETREAT TOPICS

- School System Report Card
- Coordinated School Health
- Facility Planning
- 5-year Capital Improvement Plan
- Salary and Benefits Review

- Pending Task
- Initiated Task
- Completed Task
- Disregard Task

ON GOING

- Attendance Monthly Report
- Financial Monthly Report
- Maintain Board of Distinction
- Policy Review and Update
- Monitor School Zones
- School Visits
- Administrative Evaluations
- Employee Advisory Council
- Student Advisory Council
- Monthly Administrative Meetings
- Personnel Report

1/5/23

Cumberland County Schools Enrollment

	Pre-K	SE	K	1	2	3	4	5	6	7	8	9	10	11	12	9+	Total	K-3	4-6	7-8
Brown	20		55	81	54	66	68	71	66	66	66						613	256	205	132
Crab Orchard	20		42	30	54	49	57	42	53	40	54						441	175	152	94
CCHS												247	263	251	226		987			
Homestead	40		73	73	56	66	67	82	72	85	57						671	268	221	142
Martin	40		81	74	82	88	89	70	64	75	65						728	325	223	140
North	19		51	52	64	54	58	56	73	55	58						540	221	187	113
Pine View	20		17	16	17	23	17	22	14	14	19						179	73	53	33
Pleasant Hill	18		52	60	60	61	63	65	76	64	62						581	233	204	126
South	38		52	58	53	62	63	51	65	48	64						554	225	179	112
Stone	20		58	54	70	63	75	56	56	69	85						606	245	187	154
SMHS												307	252	251	224		1034			
Phoenix																78	78			
Total	235	0	481	498	510	532	557	515	539	516	530	554	515	502	450	78	7012	2021	1611	1046

CERTIFIED

New Hires:

Name	Location	Date	Replacing
Rebecca Farley	Central	12-5-22	Stephanie Barnes
Leslie Eldridge	Central	1-4-23	Scott Maddox
Leah Threet	Crab Orchard	1-9-23	New Hire
Laura DeLorenzo	Crab Orchard	1-9-23	New Hire
Autumn McCall	Crab Orchard	1-9-23	New Hire
Skye Thomason	CCHS	1-3-23	Brittany Parham
Maryselle Lea	CCHS	11-28-22	Terra Davis
Jamie White	South	11-18-22	Adding days to contract as Instructional Facilitator
Joshua Green	Martin	12-5-22	Sheila Carnes
Kathleen Chevier	Martin	1-3-23	Kimberly Nellessen
Cynthia Brown	Martin	1-17-23	Kelsey Eller
Catheryn Clark	North	1-17-23	Cody Sexton
Rita Walker	Homestead	1-4-23	Rita Walker
Brooke Suttles	Homestead/Brown	1-9-23	New Hire
Monica Graham	SMHS	8-3-22	Breanna Houston

Resignations/Retirements

Name	Location	Date	Status
Autumn Langley	Brown	1-16-23	Resign
Megan Hild	Crab Orchard	1-6-23	Resign
Rick Brown	CCHS	12-31-22	Resign

Transfers

Name	From/To	Date
Cassie Warner	CCHS/System Wide	1-3-23
Kelsey Eller	Martin/System Wide	1-17-23

Terminations

Name	From/To	Date

NON-CERTIFIED

New Hires:

Name	Location	Date	Replacing
Charcey Foster	Martin	1-4-23	Ashley Levesque
Ariel Davis	Martin	12-1-22	New Hire
Robyn Boyd	Transportation	1-9-23	New Hire
Edward Skowron	Transportation	1-4-23	New Hire
Kimberly Gardner	Transportation	11-17-22	New Hire
Jennifer Wright	North	12-15-22	Johnny Sweeten
Michael Sitton	Stone Elem	1-6-23	Jean Salzadar
Joshua Stafford	SMHS	1-17-23	John Barnacz
Samantha Smith	Central	1-17-23	New Hire PRN
Jeri Atkinson	Central	1-17-23	New Hire PRN

Resignations/Retirements:

Name	Location	Date	Status
Jennifer Wright	North	1-8-23	Resign
Katrina Cotton	CCHS	12-16-22	Resign
John Barnacz	SMHS	1-15-23	Retire
Laura Hillis	HES	1-13-23	Resign
Johnny Dave Sweeten	North	1-1-23	Resign
Ashley Levesque	Martin	12-16-23	Resign

Transfers

Name	From/To	Date
Betty Fox	TA/Secretary North	12-1-22
Laura Patton	TA PHS/Exec Secretary CCHS	12-27-22

Terminations

Name	From/To	Date

SUBSTITUTES

January, 2023

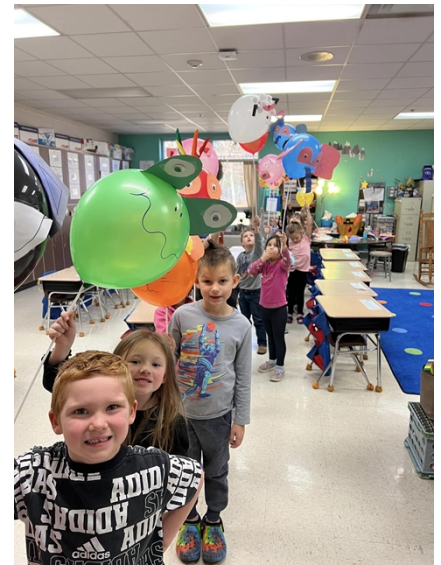
<u>NAME</u>
Allen, Patricia
Artman, Charlene
Damron, Traci
Hall, Karolyn
Roysdon, Dana
Seffron, Dustin
Thompson, Kathleen
Turner, Kelsey
Watson, Christina

BES January 2023 Newsletter



FRANK P. BROWN ELEMENTARY SCHOOL

First grade learned about the first Thanksgiving and had a feast. On November 18 BES families celebrated Thanksgiving with a dinner together.



The Brown Elementary Christmas Program was held on December 7.



Brown Elementary kindergarten classes read "Balloons Over Broadway" and learned about the Macy's Thanksgiving Day Parade tradition. They designed and made their own balloon floats, then went on a parade around the school.



Third grade students wrapped and gifted a new book to every PreK and kindergarten student in the school.



Brown Elementary students took part in the county Festival of Movement at CCHS.



Eighth grade students planned and constructed marble roller coasters in STEM class with teacher Brad Houston.



Brown Elementary sixth graders learned about ecosystems by making terrariums in science class with teacher Richard Leahy.



Hannah VanWinkle's 3rd grade class published a book titled, "Life in the Rainforest", where each student wrote and illustrated an original story.

Jets School News

January 2023

CCHS Bowling Team

The 2022-2023 Jets Bowling Team, led by Mr. Daniel Rickman, is the 19-0 District Champions. The team has worked hard to achieve their 19-0 record and District Championship title. They have gone through a rigorous schedule of practices and tournaments to become the team they are today. The team has achieved a remarkable feat by becoming the 19-0 District Champions of their division. Unfortunately they lost in the first round of Regionals to last year's State Champions, Blackmon High School. With 5 of the 6 starters returning for next season, the team is looking forward to the upcoming season with optimism and excitement. Their goal is to continue their success and achieve even greater heights in the 2023-2024 season.

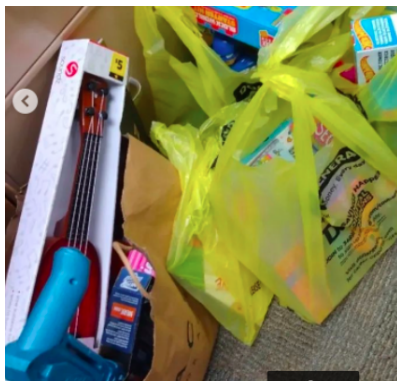




CCHS Club Event - BETA

CCHS BETA Club Freshman Asa Culty won 2nd place in the 9th Grade Social Studies competition at the 2022-2023 BETA State Convention.

CCHS BEA Club formed a coalition with CCHS HOSA Club and CCHS Reader Volunteers Club for a School-wide Toy Drive. Beta Officers, Lexi Hamby and Kenzie Rupp, took the donated toys and books to the East TN Children's Hospital before Christmas Break.



CCHS Club Event - FFA

The FFA Freshmen Officers won first place in the Middle Tennessee Regional Conduct of Chapter Meeting Contest last night in Murfreesboro. This was the first time in school history to win this contest! These freshmen will be heading to the state contest at State FFA Convention in Gatlinburg! Team members were President- Seth Troglin, Vice President- Whitley Atkinson, Secretary- Ana Rios, Sentinel- Marly Elliott, Treasurer- Dani Hassler, Reporter- Darbie Hurley, Advisor- Braden Bessett.



Big picture

FFG Lions Club Student of the Month
Akram Amara
December 2022

Congratulations to CCHS Jets - Class of 2023 Akram Amara!

Akram was selected as the FFG Lions Club DECEMBER 2022 Student of the Month for the Class of 2023. He will be invited to the FFG Lions Club Scholarship Banquet this Spring and will qualify for the Lions Club College Scholarships for 2023. Akram plans to attend Tennessee Tech University.

Congratulations to Akram and THANK YOU to the FFG Lions Club for this wonderful scholarship opportunity!



Student Spotlight - Dual Enrollment Student of the Month

Congratulations to BreOnna Inman,
#DualEnrollment Student of the Month!
(November)

BreOnna is a senior at Cumberland County High School. She enjoys math, is a member of the Aviation Club, and plans to be an architectural or aerospace engineer.

Roane State is proud to have BreOnna as a dual enrollment student and we look forward to seeing what she accomplishes in the future.
#RoaneState



CRAB ORCHARD NEWS



January 2023

SPIRIT NIGHT



Friends, family, and community members helped support Crab Orchard Elementary by joining us at Chick-fil-A for dinner. Proceeds of each purchase went to benefit our school.



MIDDLE SCHOOL LIFE MAZE

Some of our middle schoolers went and learned how to make wise decisions when it comes to making healthy lifestyle choices.



CHRISTMAS ACTIVITIES



January 2023



FUTP DAIRY TREE

Some of our amazing Fuel Up to Play students went to First National Bank and decorated our dairy themed entry into their contest.

BREAKFAST WITH SANTA



Brady Mountain and PTO join together yearly to put on a pancake breakfast with Santa. Many of our families came out and enjoyed time spent with families.



COUNTRY CHRISTMAS

Our very own Mrs. Marsee put together an amazing Christmas program featuring some of our amazing students and choir.



Homestead Elementary

8th Grade Career Fair



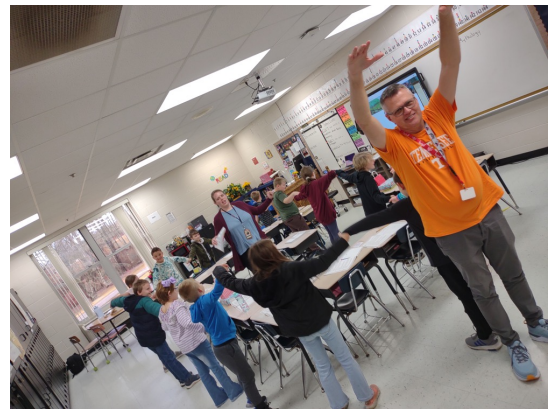
Christmas Fun at Homestead!



Pre-K saying the pledge of allegiance.



Learning about Vikings and building a human long boat.



Martin Elementary December News



Coach Baxter
won Best All
Around



Mrs. Tollett (left)
won the title of
Most Creative,
Mrs. Floyd
(right) won the
title of Tackiest
Sweater!

Martin staff had a great time participating in an ugly sweater competition!





Students in 5th grade learned the Engineering Design Process through Hula Dancing with guest speaker Mrs. Camera. Students then demonstrated their new skills for Kindergarten and First Grade classes.

5th and 6th grade band members treated primary grade students to a mini concert during their lunch. Mrs. Douglas has done an amazing job getting the band program up and running!





Our school participated in the Parade Of Trees at First National Bank

Students were invited to make STEAM-themed ornaments and enter them into an ornament contest. Mrs. Christopher's class used the engineering design process to make ornaments in class. Ms. Valarie made ornaments with students in the afterschool program. Many students created ornaments at home to submit to the contest. Five ornaments were selected to receive awards.

Mrs. Ashlee Norris
PreK- 4th Grade
Teacher of the Year



Mrs. Nicole Graham
5th - 8th Grade
Teacher of the Year





North News



NCE Family S.T.E.A.M. Night On the Move: Land Transportation

What? NCE Family STEAM Night is a night for families to come and experience a variety of experiences in science, technology, engineering, arts, and mathematics; the focus on this particular event is on land transportation and many elements associated therewith. .

Where? North Cumberland Elementary School, throughout the campus

When? Friday, November 18, 5:00-7:30 P.M.

Why? We want to work with several local partners and engage in various activities to bring a rich experience in STEAM education to our families at North Cumberland Elementary for the evening.

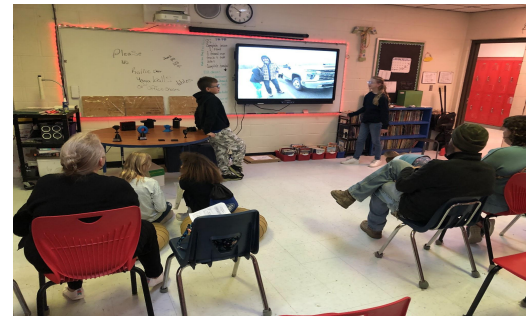
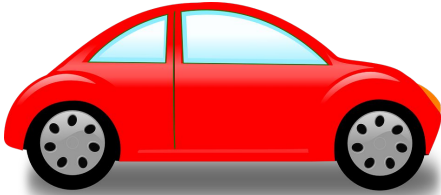


Who? All North Cumberland Elementary families are invited to attend, and we will partner with the Crossville Model Railroad Club, TCAT Crossville power sports and HEV/automotive, Cumberland Prevention Coalition, Tennessee Tech College of Engineering, Bikers Against Bullying, Oakley STEM Center, and other partners, as well as having activities and presentations by our very own NCE staff on this exciting theme. We will also have food trucks on campus for the evening for any who wish to enjoy some delicious food during the event. Please consider joining us as we are **"on the move-full S.T.E.A.M. ahead!"**

North News

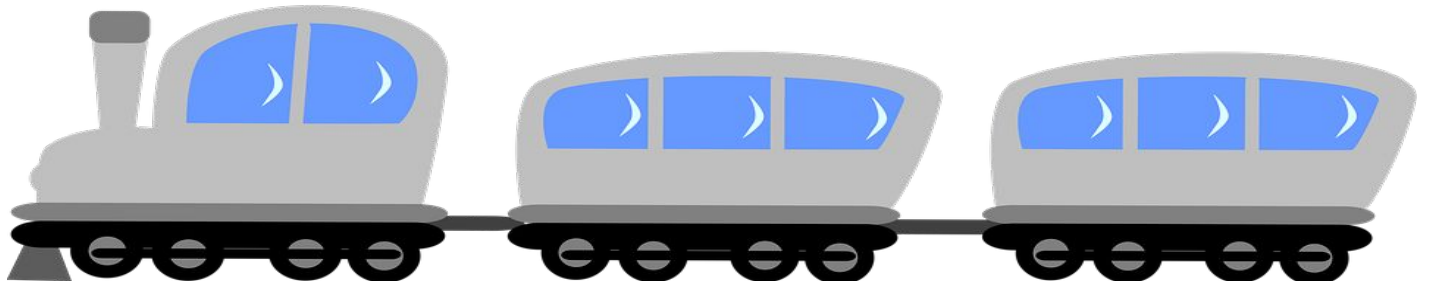
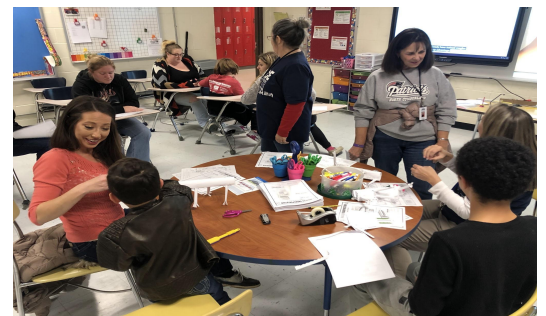


STEAM Night - Land Transportation



All Aboard!

Our local Railroad Club displays a model train. Additionally, students learn about the circuits used to help control the trains and tracks..



North News



STEAM Night - Land Transportation

FREE Event for all North Cumberland families! We have lots of activities planned! See you tonight!

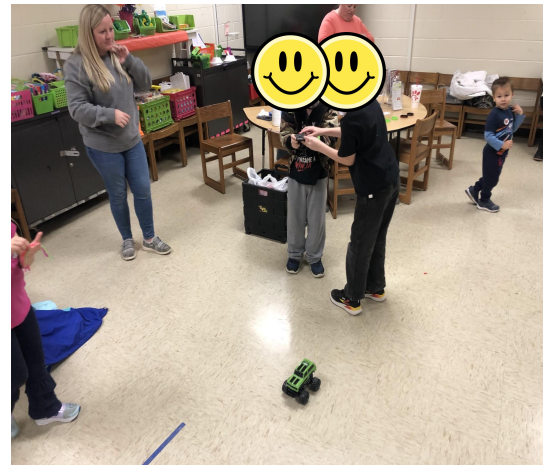
FAMILY STEAM NIGHT

November 18
5:00 - 7:30pm



Art Through Recycled Materials

Using molds and discarded crayons, art teacher, Mrs. Trivett creates new crayons that align with our transportation theme.



Principal's

Once per month several students are invited to have lunch with Mr. Lowe to discuss any issues, ideas, or concerns they may have. Open discussion is welcomed and appreciated.



Students participating in December's lunch were Hunter Johnson, Seth Hamilton, and Stephen Atilano.



Phoenix Happenings

WooHoo!!!

Miss Phoenix
Isabella

Dryden

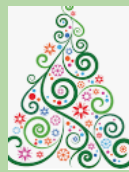
Mr. Phoenix
Elijah
Vandever

Teacher of the Year....

Ms. Casey Robinson was chosen as Phoenix High School's Teacher of the Year. Casey teaches biology and chemistry.



"The Phoenix School is a true family and to be chosen as Teacher of the Year is a great honor. I am humbled to represent everyone who invests so heavily of their time with their kiddos."



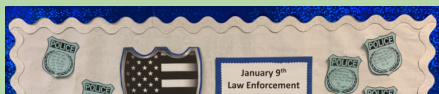
Crossville Christmas Parade Participants

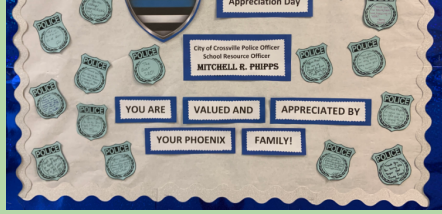
Phoenix High School had entries in the 2022 Christmas parade. Meggan Tuttle from the Phoenix Cafe and her "No Kid Hungry" Bus complete with cow horn wished everyone a *Mooley* Christmas. English Teacher Shaun Hinds led students in the construction of a float that *glowed* with enthusiasm.



Honor Roll

Several students made the Honor Roll at Phoenix including:
A Honor Roll- Terry Hackler Jr. and Elijah Vandever
A-B Honor Roll- Isabella Dryden, Aleigha Houghton, Justin Mason, Serinity Newberry, Makayla Ogle, Hope Prowse, Chloe, Reid, and Braden Whitehair.





Law Enforcement Appreciation Day

Thank you Officer Phipps for all you do for us!

DECEMBER WAS FULL OF ACTIVITIES FOR STUDENTS AND STAFF!!

CHRISTMAS PARADE AND 8TH GRADE DANCE



WINTER WONDERLAND FIELD TRIP



CELEBRATING STAFF WITH THE 12 DAYS OF CHRISTMAS





JANUARY
2023



PLEASANT HILL
ELEMENTARY

WE BRING THE STING

DURING COOKIES WITH SANTA, STUDENTS RECEIVED NEW BOOKS



PRE-K AND KINDERS WERE ALL GIVEN BEANIES KNITTED BY COMMUNITY MEMBERS!



HONOR'S AWARDS DAY FOR PERFECT ATTENDANCE AND HONOR ROLLS



8TH GRADE NIGHT -- BASKETBALL AND CHEER



Pine View National Beta Club Induction 2022-2023

S
t
e
p
h
n



K
a
i
d
e
n



M
a
r
i
q
u
e
n



B
e
n



J
a
y
d
e
n



JANUARY NEWSLETTER



SMHS

SMHS Student Government



Students enjoyed a dinner and guest speaker, Dr. Wong.

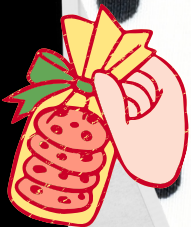
Mr. Hunter and his class enjoying a fun lab.



Panther family giving back to their community.



Mr. Berta enjoying a cookie from Revolution Church



SOUTH CUMBERLAND

EVERY CHILD

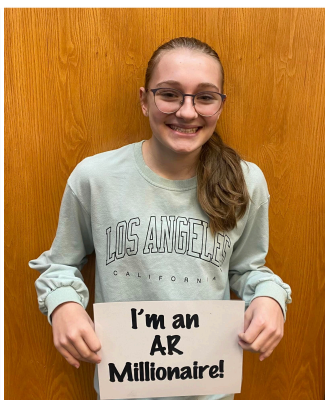


EVERY DAY



100% FOR MRS. INMAN'S 2ND GRADE

EVERY STUDENT IN MRS. INMAN'S 2ND GRADE CLASS EXCEEDED THEIR ACCELERATED READER GOAL FOR THE 2ND 9 WEEKS. GREAT JOB, KIDS!



Olivia Torrelli (left) and Matthew Brabyn (right) are South's 2 newest millionaires!



JR. BETA CLUB
South's Junior Beta Club was inducted 1/9.



GINGERBREAD HOUSES

8th Grade and Kindergarten made their annual gingerbread houses participated



2 new AR millionaires were awarded the first week back to school!

8th Grade-Kindergarten Gingerbread Party



BETA CLUB INDUCTION
Beta Club
sponsor, Tiffany
Brewer, proudly
inducted 20
Rebels into the
BETA Club.

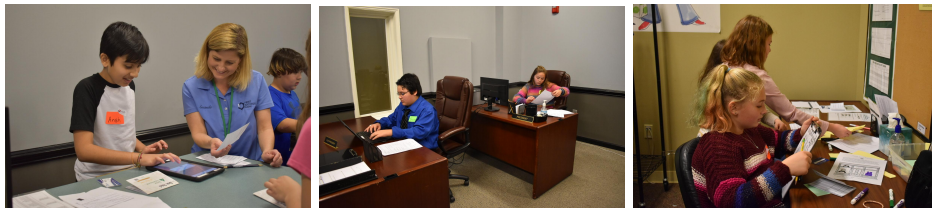
Stone Elementary News

December 2022

We played a lot of basketball after school hours in December. It was a great varsity season for both our girls' and boys' teams and we are proud of how they grew as a team and pursued excellence both on and off the court.



Fifth graders went to BizTown after completing all the required classwork and training. It was a valuable real-world experience and one they will never forget!



Our band students really showed off at the Winter band concert. Families and friends enjoyed the performance, which included a variety of musical styles.

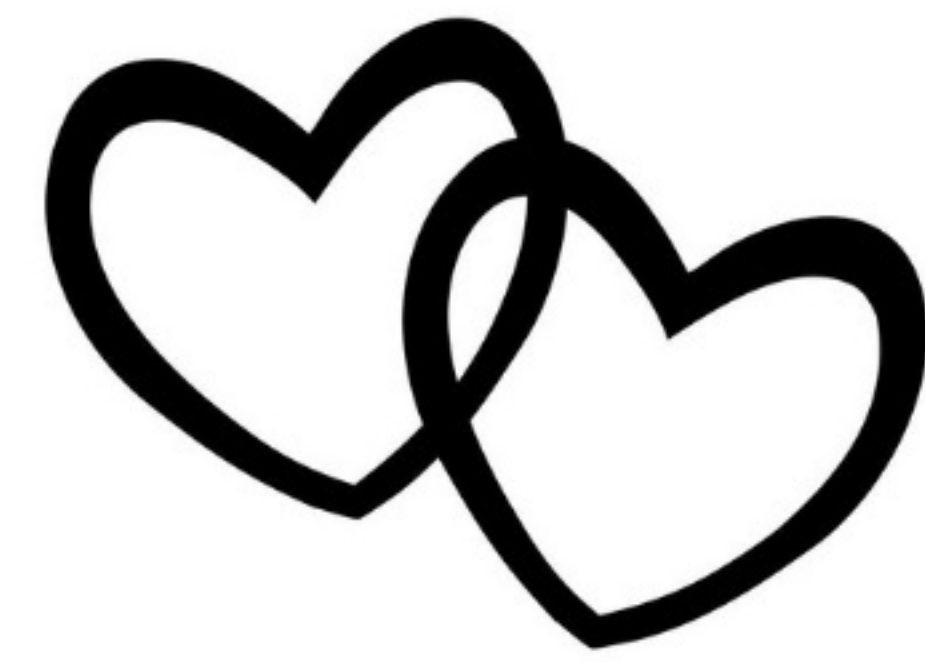
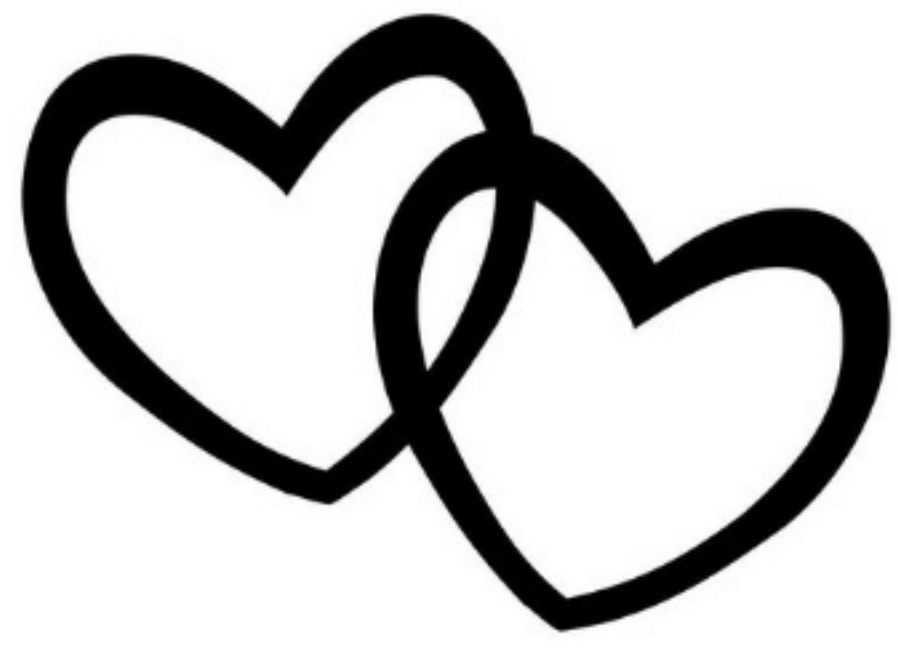


Once again, parents were invited to enjoy a holiday lunch with students. On December 9th, we had a full house and were served a delicious meal prepared by our cafeteria staff and served by volunteers.



Many of our students enjoyed a movie and snacks for having perfect attendance in the month of December. Being at school is a priority and we love to celebrate those who consistently come to learn each day and do their best.





FEBRUARY

2023

MON	TUE	WED	THU	FRI	SAT ⁸	SUN
		1	2	3	4	5
6 Progress Reports go home	7		9	10	11	12
13	14	15	16	17 Prek, K, 8th Grade Cap & Gown Pictures Valentine's Day Dance	18	19
20 Presidents Day NO SCHOOL	21	22	23	24	25	26
27 Bookfair	28 Bookfair					

Dance Information

K-4th
4pm-6pm
5th-8th
6:30-8:30pm



Frank P. Brown Elementary



**CCHS Monthly Calendar
February 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Faculty Meeting 6:50 a.m.-7:30 a.m. OR 2:50 p.m.-3:30 p.m.	2	3 Jets/L. Jets Basketball* @ Upperman	4 Wrestling State Duals
5	6 FAFSA FRENZY Take 2! 1:00 p.m. - 6:00 p.m. PTC 3:00 p.m – 6:00 p.m.	7 Instructional Coaches @ CCHS Jets/L. Jets Basketball* vs. Dekalb Co.	8 Instructional Coaches @ CCHS	9 Instructional Coaches @ CCHS	10 Instructional Coaches @ CCHS Jets/L. Jets Basketball* SENIOR NIGHT vs. White Co.	11 Wrestling Region 3-A Individual Tournament @ Alcoa Jets/L. Jets Basketball vs. Clarkrange SENIOR NIGHT
12	13 Instructional Coaches @ CCHS	14 Valentine's Day	15	16 Awards Day	17 Wrestling Girls Region 2 Ind. Tournament @ Franklin County Safety Outreach - Think Fast Interactive (sophomores)	18 Wrestling Section 2-A Ind. @ Soddy Daisy
19	20 Presidents' Day	21	22 Tornado Drill	23 Wrestling State Tournament	24 Wrestling State Tournament	25 Wrestling State Tournament
26	27	28 CCHS Blood Drive	1	2	3	4

Crab Orchard Elem February 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 CO Archery Tournament	4 CO Archery Tournament
5 Fuel Up to Play 60 Dress Up week Feb 6- 10	6	7	8	9	10	11
12	13	14 Valentine's Day	15	16	17	18
19	20 No School	21	22	23	24	25
26	27	28				

Homestead Elementary

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 ♟️ Chess Club 🏃 Cross Country Tryouts 3:00-4:15	3 ✚ FCA @ 7:10am	4
5	6 ♟️ Chess Club Progress Reports go home	7	8	9 ♟️ Chess Club	10 ✚ FCA @ 7:10am	11
12	13	14 -HAPPY- Valentine's Day	15	16 Talent Show 1:15pm	17 ✚ FCA @ 7:10am	18
19	20 President's Day NO SCHOOL 	21	22 📷 Cap and Gowns Pictures K-8th	23 ♟️ Chess Club BOE Meeting 6pm	24 ✚ FCA @ 7:10am	25
26 Dr. Seuss Week -----> BOOK FAIR 📚	27 Wear PJ's Day 	28 Wear Fun Socks  Chick-Fil-A Spirit Night 4:00-7:00 p.m.	1  College and Career Dress up	2  Dress Colorful	3  Wear Hats	

Order Your YEARBOOK! Price increases to \$35 after February 28th

FEBRUARY 1-14

Beta Club Valentine Grams

\$1 each



FEBRUARY 2023

Martin Elementary




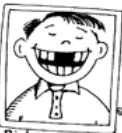
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
	Progress reports go home					
12	13	14	15	16	17	18
	Dance Pre K-2nd 5:00-6:00 \$5.00	Dance 3rd-4th 5:00-6:00 \$5.00		Cap & Gown Pictures 8th grade		
19	20	21	22	23	24	25
	President's Day No School					
26	27	28				

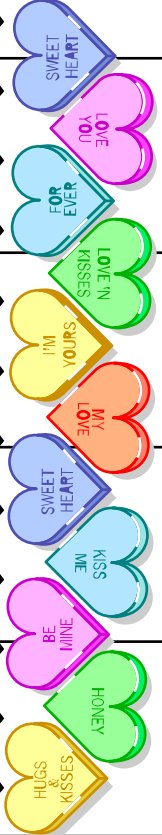
Martin Elementary
School Wide
Fundraiser

RADA-CULTLERY

Feb 1st-22nd

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																				
			1	2	3	4																																																																																				
	6 	7	8	9	10	11																																																																																				
	13	14 Valentine's Day 	15	16	17	18																																																																																				
	20 No School President's Day 	21	22	23	24 Family STEAM Night 5-7:30 pm	25																																																																																				
	27  Picture Day!	28																																																																																								
Children First*Excellence Always North Cumberland Elementary					<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>January</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="text-align: center;"> <p>March</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
S	M	T	W	T	F	S																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30	31																																																																																								
S	M	T	W	T	F	S																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30	31																																																																																								





February 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 Full Moon (Snow Moon)	6 Term 3 Progress Reports School Counselor Week	7	8 Faculty Meeting PLC Meeting	9 Progress Monitoring	10 Progress Monitoring Attendance Lunch	11
12	13	14 PBIS Reward	15 Pay Day	16	17	18
19	20	21	22 School Bus Driver Appreciation	23 Data Team Meeting	24	25
26	27	28 Pay Day Progress Monitoring				

Pleasant Hill Elementary

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
					Hat Day \$1.00 Money will go to PBS Archery Tournament @ Crab Orchard	Archery Tournament @ Crab Orchard
5	6	7	8	9	10	11
	Parent Teacher Conferences 3pm – 6pm			Intermediate Band Concert 6:30pm – 7:30pm		
12	13	14	15	16	17	18
					Archery Tournament @ Pleasant Hill	Archery Tournament @ Pleasant Hill
19	20	21	22	23	24	25
	Presidents Day No School		Cap & Gown Pictures Kindergarten & 8 th grade		Hat Day \$1.00 Money will go to Relay for Life Archery Tournament @ White County	Archery Tournament @ White County
26	27	28				
	Book Fair starts today	Book Fair		Book Fair Feb. 27 th until March 3 rd		Yearbooks on sale for \$35.00 until March 1st

****STUDENTS CAN NOT BE PICKED UP AFTER 2:15 FROM THE FRONT OFFICE****

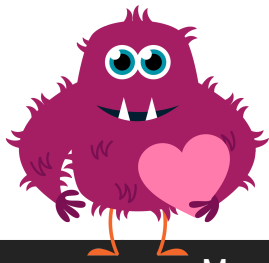
PINE VIEW'S JANUARY CALENDAR

2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes
1	2	3 Teachers Return	4 Students Return	5	6	7	<p>Be weather aware this month:</p> <p>Download the Cumberland County Emergency Management Agency App</p> <p>Join CC School Notifications: https://www.ccschools.k12tn.net/notifyme</p>
8	9 Report Cards	10	11	12	13	14	
15	16 MLK Jr. Day- No School	17	18	19 Honors Program 2nd Nine Weeks	20	21	
22	23	24 Parent/ Teacher Conferences	25	26	27	28	
29	30	31					

SUN 29	MON 30	TUE 31	WED Feb 1	THU 2	FRI 3	SAT 4
	<ul style="list-style-type: none"> 5:45pm Wrestling Youth Practice 	RTI Data Meetings <ul style="list-style-type: none"> 3pm Theatre Practice (Auditorium) 5:45pm Wrestling Youth Practice 6pm Basketball v Upperman (Brown) 	<ul style="list-style-type: none"> 5:45pm Wrestling Youth Practice 	<ul style="list-style-type: none"> 11:15am National Guard Lunch Set L 3pm Theatre Practice (Auditorium) 	<ul style="list-style-type: none"> 3pm Theatre Practice (Auditorium) 6pm Basketball v Macon County (Mc) 	<ul style="list-style-type: none"> 8am Premier Athletics Rental (Aux G)
<ul style="list-style-type: none"> 8am Youth Wrestling Tournament (A) 	Progress Reports <ul style="list-style-type: none"> 3pm Parent teacher conferences 5:45pm Wrestling Youth Practice 	<ul style="list-style-type: none"> 3pm Theatre Practice (Auditorium) 3pm Using Freckle with students sp 5:45pm Wrestling Youth Practice 6pm Basketball v Clarkrange (Senior) 	<ul style="list-style-type: none"> 5:45pm Wrestling Youth Practice 		<ul style="list-style-type: none"> 6pm Basketball @ Livingston (Brow) 	ACT <ul style="list-style-type: none"> 8:30am SSSB Rehearsal (Auditorium) 9am MS Volleyball Play day
<ul style="list-style-type: none"> 12pm SSSB - D. Wages Concert (Auc) 12pm Boys Soccer Alumni Game (Fu) 		Basketball District Tour TBD				
				Faculty Meeting @ 3pm <ul style="list-style-type: none"> 6pm MS Volleyball vs Bledsoe 	Clubs Mid Day Activity Schedule <ul style="list-style-type: none"> 11am Clubs meet 	
	President's Day - No School	For. Lang, PE & SPED PLC Counselor PLC <ul style="list-style-type: none"> 5:30pm MS Volleyball @ Whitwell 	ELA & Social Studies PLC	CTE & Science PLC <ul style="list-style-type: none"> 6pm MS Volleyball vs CCHS 	Basketball Region Tour TBD Fine Arts & Math PLC	<ul style="list-style-type: none"> 10am Boys Soccer v Coffee County I
Basketball Region Tour TBD						
					<ul style="list-style-type: none"> 3pm SMHS Band Event (Auditorium) 	Basketball Girls Sub State <ul style="list-style-type: none"> 10am Softball: Play Day @ Athens
		RTI Data Meetings <ul style="list-style-type: none"> 5:30pm MS Volleyball @ Bledsoe 		<ul style="list-style-type: none"> 8am Spring sports pictures 11:15am National Guard Lunch Set L 		










SCE



February



2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  Wellness Wednesday	2 FCS 7:00 am	3	4
5	6	7 PTO Meeting 3:15 in Library	8 Apex fundraiser February 8 - February 16	9 FCS 7:00 am	10	11
12	13	14  Happy VALENTINE'S Day!	15	16 FCS 7:00 am Apex fundraiser Fun Run/Color War	17 Rebel Rally Reward Day	18
19	20 President 	21	22	23 FCS 7:00 am Cap & Gown photos for K & 8th grade 	24 Rebel Rally Reward Make-up Day  	25
26  Book Fair February 27th - March 3	27 	28 Grandparents night at book fair 				

Stone Elementary

February 2023

Mission:

Empowering each student with the skills to be productive citizen by fostering a culture of excellence through high expectations for all.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 'Smores Reading Literacy Night 4-5:30 pm	3	4
5	6	7 Chick-fil-A Night 4-7 pm	8 Junior Life Choices Maze	9	10	11
12	13	14	15 Spring Pictures, Superlatives, Final Make-ups	16	17	18
19	20 President's Day – No School	21	22	23 'Smores Reading Literacy Night 4-5:30 pm (weather date)	24	25
26	27	28				

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Travel	Descriptor Code: 2.8041	Issued Date: 05/26/22
		Rescinds: 2.8041	Issued: 12/17/15

1 Cumberland County Board of Education adopts the following policy in regard to officials and
2 employee travel:

3 ***Authorization.*** Travel may not be undertaken unless authorized in advance by an employee’s supervisor.

4 ***Mileage Rate:*** Mileage for properly authorized travel on official school business shall be reimbursed at
5 the mileage rate of \$0.59 per mile.

6 ***Meals:*** Meals for properly authorized travel on official school business may be reimbursed at a maximum
7 of \$54.00 per day. Employees who do not regularly travel out of county and are away from their official
8 station during normal mealtime shall be reimbursed at a rate of \$13.00 for breakfast, \$15.00 for lunch
9 and \$26.00 for dinner. Normal mealtime for breakfast shall be defined as between 5:00 a.m. and 9:00
10 a.m.; lunch shall be defined as between 10:00 a.m. and 2:00 p.m.; and dinner shall be defined as between
11 5:00 p.m. and 9:00 p.m. Receipts are required to be submitted.

12 ***Parking Expenses.*** Charges for parking expenses incurred for properly authorized travel on official
13 business shall be reimbursed. Receipts are required.

14 ***Lodging.*** Lodging for properly authorized travel on official school business shall be reimbursed at the
15 actual cost incurred. Lodging may be at or near the site where the conference/training program is being
16 held, at a reasonable cost. Lodging receipts are required and must itemize room charges and taxes by
17 date.

18 ~~***Telephone Calls.*** Phone, facsimile and long distance calls for school business will be reimbursed.
19 Employee must provide a statement furnishing the date, name and location called for long distance calls
20 and facsimile charges.~~

21 ***Claims for Reimbursement.*** Employees should submit claims for reimbursement for travel expenses no
22 later than thirty (30) days after completion of travel using forms provided by the School Finance
23 Department.
24

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 04/24/14
		Rescinds: 3.3001	Issued: 12/16/10

1 Cellular phones are provided by the Board to the building and grounds department, the
2 transportation department and other key staff members on an as-needed basis.

3 Cellular phones **provided to employees are for official school board business only and shall not be used**
4 **for personal purposes except in case of emergencies.** ~~are to be used only to conduct official board~~
5 ~~business. In the event an employee needs to use the phone while driving a school vehicle. He / she~~
6 ~~should pull over to a safe location. In the event a personal call is made or received, the call~~
7 ~~shall be logged and the Board will be reimbursed by the person to whom the phone is assigned~~
8 ~~upon receipt and audit of the phone bill.~~

9 ~~All employees assigned a cellular phone will be responsible for any loss or damage to the instrument.~~
10 ~~Supervisors will periodically review the use of the cellular phones to determine the need for their~~
11 ~~continued use and to ensure that all calls are within the scope of school business.~~

12 **The Director of Schools/designee shall develop procedures for assignment and use of phones. All**
13 **employees assigned a cellular phone will be responsible for any loss or damage to the**
14 **instrument. Supervisors will annually review the use of the cellular phone to determine the need**
15 **for their continued use.**
16

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Programs	Descriptor Code: 4.206	Issued Date: 10/28/21
		Rescinds: 4.206	Issued: 01/24/19

1 All special programs shall be under the general supervision of the appropriate supervisor.

2 **REMEDIAL INSTRUCTION**

3 The remedial program will concentrate mainly on improvement of reading and math skills for the most
4 educationally needy students. Various materials will be used to supplement the work being done in the
5 classroom.

6 Instructional assistants will assist students in reading and math, working under the direction of the
7 regular classroom teacher.

8 **HOMEBOUND INSTRUCTION¹**

9 The Homebound Instruction Program is for students who, because of a medical condition are unable to
10 attend the regular instructional program¹. The homebound instruction program shall consist of three (3)
11 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

12 To qualify for the Homebound Program, a student shall have a medical condition that will require the
13 student will be absent for a minimum of ten (10) consecutive instructional days or for an aggregate of
14 at least ten (10) instructional days for a student who has a chronic medical condition. The student shall
15 be certified by his/her treating physician as having a medical condition that prevents him/her from
16 attending regular classes. The services provided the homebound student shall reflect the student's
17 capabilities and be determined by the homebound instructor, after consultation with appropriate
18 professional staff of the student's assigned school

19 Recertification shall be obtained after the expiration of each period of homebound instruction if the
20 student's treating physician certifies, in writing, that the student has a medical condition that prevents
21 him/her from returning to the regular classes.

22 ~~COVID-19 QUARANTINE²~~

23 ~~Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test~~
24 ~~result or possible exposure to COVID-19 may participate in remote instruction during the period of~~
25 ~~quarantine only.~~

26 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS^{1,2}**

1 The homebound instruction program for pregnant students shall consist of a minimum of three (3)
2 hours of instruction per week for a period of six (6) weeks.² When provided, such homebound
3 instruction shall consist of two (2) visits per week, each visit lasting for one and one-half (1-1/2) hours.

4 The student's physician shall recommend, in writing, the six-week period for which the student shall be
5 eligible for homebound instruction.

6 A homebound instruction program for longer than the six (6) week period shall only be provided to a
7 student who is certified in writing by her physician as having health complications arising from the
8 pregnancy that prevent her from returning to regular classes.

9 **ABANDONED AND NEGLECTED STUDENTS**

10 The district will provide a free appropriate public education to all abandoned and neglected students
11 within the county.

12 **DELINQUENT AND INCARCERATED STUDENTS**

13 The district will provide educational services for delinquent and incarcerated students within the
14 county.
15

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10
2. TRR/MS 0520-01-13-.01(d)(1)

Cross References

Alternative Credit Options 4.209
Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 12/04/03
		Rescinds: 4.601	Issued: 01/06/98

1 Student progress reports shall be provided as required by the director of schools in accordance with the
2 current standard operating procedures manual. The reporting procedure shall be in writing and shall be
3 uniform for all reporting periods during each school year.¹ Each report shall be signed by the parents
4 and returned promptly to the school.

5 Student progress reports shall indicate the students' conduct, attendance and academic progress and other
6 information necessary to communicate effectively with the parents.

7 In addition to the regular progress reports, principals and teachers are encouraged to confer, as early in
8 the grading period as possible, with parents on the educational progress of their children. Teachers shall
9 consult with parents of students who are working at an unsatisfactory level or whose performance shows
10 a marked or sudden deterioration. Parents shall be notified by the teacher by the end of the ~~third~~ **second**
11 grading period if the retention of a student is being considered.

12 ~~DRIVER'S LICENSE REVOCATION~~

13 ~~Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to~~
14 ~~the Department of Safety for driver's license revocation.~~

15 ~~A student shall be deemed academically deficient if s/he has not received passing grades in at least two~~
16 ~~(2) full unit subjects or their equivalency at the end of semester grading.~~

17 ~~A copy of the notice sent to the Department of Safety by the attendance teacher or the director of~~
18 ~~schools shall also be mailed to the student's parent or guardian.²~~

19 PARENT CONFERENCES

20 At least two (2) times during the school year, conferences shall be scheduled in which parents and
21 teachers may discuss any pertinent problems or other matters of concern regarding the development and
22 education of each student. These scheduled conferences shall not use any portion of the 180 days of
23 classroom instruction.²

24 Conferences shall be physically accessible to all students, parents and/or guardians.³

Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-511(a)(b);
TCA 55-50-512(a)(d); TCA 55-50-513
3. TCA 49-6-7002
4. 28 CFR § 36.201-2

Cross References:

School Calendar 1.800
Grievances & the Americans w/ Disabilities Act 1.802
Grading System 4.600
Time Schedules & Extra Duty 5.602
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 10/28/21
		Rescinds: 4.700	Issued: 09/26/19

1 **General**

2 The board shall provide for a system-wide testing program, which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Director of Schools shall be responsible for planning and implementing the program, which
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the test;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
34 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and End of Course (EOC)⁵ scores will be included in students' final grades as follows:

- 5 1. Grades 3 – 5 - 10%
- 6 2. Grades 6 – 8 – 10%
- 7 3. Grades 9 – 12 – 15%

8 The Cumberland County School System shall use the following methodology: target score method.

9 The Director of Schools may exclude these scores from students' final grades if results are not received
10 by the district at least five (5) instructional days before the end of course.^{4,5}

11 Cumberland County Schools will use a Target Score Methodology for End of Course Score conversions
12 from raw scores to scaled scores. The Tennessee Department of Education has provided the district with
13 average raw score data for both the state and the district. Because the students testing in the fall are not
14 always as diverse as the system population it was decided that the state average raw score would be used
15 as a baseline score. That baseline score, the state average, will be assigned a scaled score of 84. The max
16 raw score and the baseline score will then be used to find a scale factor for each test. These numbers will
17 be used in the formula below to develop a conversion table for each exam. The scaled score will count
18 as 15% if the final grade of the course.

19 Scaled Score = $[(\text{Raw Score}/\text{Max Raw Score})^{(\text{Scale Factor})}] * 100$

20 ~~The director of schools may exclude these scores from students' final grades if results are not received~~
21 ~~by the district at least five (5) instructional days before the end of the course.^{4,5}~~

22 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

23 Interest inventories shall be made available to middle schoolers. These will include assessments such as
24 the Kuder assessment, Myers Briggs Type Indicator, the Armed Services Vocational Aptitude Battery
25 (ASVAB), or the College Board Career Finder.

26 Career aptitude assessments shall be administered to 7th and 8th graders in order to guide the student's
27 high school plan of study. Upon receiving the results from these assessments, the school shall provide
28 students with information on any available career and technical education opportunities in which the
29 student may participate in.

30 **TESTING INFORMATION AND PARENTAL CONSENT**

31 Any test directly concerned with measuring student ability or achievement through individual or group
32 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
33 of the system without first obtaining written consent of the parents or guardians.²

1 Results of all group tests shall be recorded on the students' permanent records and shall be made
2 available to appropriate personnel in accordance with established procedures.⁷

3 No later than July 31st of each year, the board shall publish on its website information related to state
4 and board mandated tests that will be administered during the school year. The information shall
5 include:⁸

6 1. The name of the test;

7

8 2. The purpose and use of the test;

9

10 3. The grade or class in which the test will be administered;

11

12 4. The tentative date or dates that the test will be administered;

13

14 5. The time and manner in which parents and students will be notified of the results of the test;

15

16 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
17 required tests; and

18

19 7. If a board mandated test, how the test complements and enhances student instruction and
20 learning and how it serves a purpose distinct from state-required tests.

21 Testing information shall also be placed in student handbooks or other school publications that are
22 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date: 02/28/19
		Rescinds: 4.701	Issued: 05/26/16

1 Annually, the Director of Schools will designate a System Testing Coordinator who shall be
 2 responsible for administering, monitoring, and maintaining security of all tests to be administered
 3 within the school system. The principal of each school shall serve as or designate a Building Testing
 4 Coordinator who shall be responsible for the administrating, monitoring and maintaining security of all
 5 tests given in his/her school. Test security procedures shall adhere to guidelines issued by the State
 6 Department of Education.¹

- 7 1. All personnel involved in testing shall sign the Testing Code of Ethics and submit at the district
 8 office for documentation.
- 9
- 10 2. All personnel involved in testing shall be trained and the related documentation retained for
 11 system records. The training shall include: State Test Security Law, State Test Security
 12 Guidelines, local policy and test administration procedures.
- 13
- 14 3. Inventory verification procedures shall be implemented for all paper test materials including
 15 modified format and Braille test forms.
- 16
- 17 4. Handling of any paper test materials shall be restricted to authorized personnel only. Test
 18 materials shall be stored in a centrally located locked room that is inaccessible to unauthorized
 19 personnel.
- 20
- 21 5. Check-in and checkout process shall be established and inventory control shall be ensured for
 22 each test session as well as at the school and system level during the testing window. Test
 23 materials shall be returned immediately after each test session and when the entire test session
 24 is completed.
- 25
- 26 6. Paper test materials printed for homebound or students with disabilities shall be secured after
 27 the test has been transcribed.
- 28
- 29 7. All personnel shall be prohibited from obtaining knowledge of test items or passages before,
 30 during, and after testing.
- 31
- 32 8. Discussion of the test content or specific test items with students, parents, or professional
 33 colleagues is prohibited to protect the validity of the test.
- 34
- 35 9. A secure, yet positive, environment for testing shall be created.
- 36
- 37 10. Appropriate signage shall be placed outside of test setting to limit interruptions (e.g., Do Not
 38 Disturb—Testing in Progress).

- 1 11. Electronic communication devices (cell phones, pagers, PDAs, tablets, etc.) are NOT allowed in
2 the test setting.
3
- 4 12. Proper calculator use shall be ensured as outlined in the Test Administration Manual, making
5 sure that calculators are cleared before and after administration of each test.
6
- 7 13. Testing personnel shall confirm each student has logged in using their own online testing ticket
8 for every testing session.
9
- 10 14. A photo ID may be required if administrators are not responsible for normal classroom
11 instruction.
12
- 13 15. Test Administrators and Proctors are to carefully adhere to all test administration and
14 accommodation instructions.
15
- 16 16. Appropriate schedules shall be followed as set by the state, district, and school.
17
- 18 17. Appropriate time limits shall be outlined in all test directions.
19
- 20 18. Test Administrators and Proctors are required to remain with students and be observant and non-
21 disruptive throughout the testing session.
22
- 23 19. Test Administrators and Proctors are to be trained on appropriate observation protocol:
24 a. Be aware of student activity during testing;
25 b. Do not read or do other activities that take attention away from students;
26 c. Turn off all electronics, including cell phones, iPads, etc.; and
27 d. Computers should only be used for accessing the test site.
28
- 29 20. The coaching of students in any way during State assessments is prohibited. Students are to
30 respond to test items without assistance from anyone.
31
- 32 21. The reading of test items and passages by anyone other than the students being tested is
33 prohibited, unless indicated in the test instructions or accommodations.
34
- 35 22. Secure assessment materials (including pilot or field test materials) shall not be read, reviewed, or
36 analyzed at any time before, during, or after test administration.
37
- 38 23. Test items are not to be reproduced, duplicated, or paraphrased in any way, for any reason, by
39 any person.
40
- 41 24. Standard copyright laws must be maintained at all times.
42
- 43 25. Test materials shall not be copied (including taking photos with cell phones, iPads, etc.), filed, or
44 used directly in instructional activities.
45

- 1 26. Specific excerpts or paraphrased portions of the test may not be used for classroom examples or
2 instruction.
- 3
- 4 27. Confidentiality of student-specific accountability demographic information and test results must
5 be maintained at all times.
- 6
- 7 28. Test security concerns are to be documented on a Potential Breach of Security Request form. Any
8 potential breach of security is to be reported. **Please note:** Failure to report a potential breach of
9 security compromises the integrity of the testing process and should be treated as a breach of
10 testing security.

11 State Test Administration Security Protocols

- 12 29. Do not allow students to take the same subtest of the same TNReady assessment twice.
- 13
- 14 30. If students are found with ANY electronic devices, including but not limited to cell phones,
15 smartphones, [smart watches](#), iPods, PDAs etc. during testing OR during breaks, their test score
16 will be nullified. The best practice would be for students to leave devices at home or in their
17 lockers on the day of testing. Alternately, test administrators should collect electronic
18 communication devices prior to testing and return them when all students have submitted their
19 tests. All personal devices must be turned off to prevent additional load on your wireless
20 infrastructure.
- 21
- 22 31. If test administrators or proctors are found with ANY electronic devices, including but not
23 limited to cell phones, smartphones, [and smart watches](#) during testing OR at any time when test
24 information is accessible, this violation will be treated as a breach of testing security. The only
25 exception is the desktop or laptop computer being used to administer online testing, which may
26 not be used for other purposes during test administration.
- 27
- 28 32. Students should not be placed in a test session with a test administrator or proctor who is a family
29 member. In addition, with the exception of Home School students in grade 5 (or in special
30 circumstances grades 3 or 4), the parent/guardian may not be present in the student's testing
31 room.
- 32
- 33 33. Any monitoring software that would allow test content on student workstations to be viewed or
34 recorded on another computer during testing must be turned off.

35 Any employee found to have not followed security guidelines shall be placed on immediate
36 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for
37 revocation of state license.²

38 The Director of Schools shall report a breach of security to the State Department of Education's Office
39 of Accountability and any testing irregularity to the Division of State Testing within 24 hours of such
40 events. In any class, grade, and/or school where a security breach is strongly suspected or verified,
41 central office staff shall be present during subsequent tests for a period of ~~two~~ one years. [However, if
42 the offender is no longer employed by Cumberland County Schools, monitoring is not required.](#)

Data Security

Data designated as embargoed by the Department of Education may be shared with personnel as determined by the Director of Schools as set forth in procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

Cross References

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 07/26/18
		Rescinds: 2.404	Issued: 05/23/13

1 Booster clubs and parent organizations are encouraged to promote a positive relationship between the
2 school and the community. The primary purpose of these organizations is to assist and support the
3 school in recognizing and promoting students' activities. The principal is responsible for maintaining
4 close communication with such organizations to ensure the organizations' goals; bylaws and/or
5 constitution accurately reflect the vision and beliefs of the school and are in compliance
6 with board policies. After receiving the recommendation of the principal and Director of Schools, the
7 following criteria will be used in determining if an organization will be recognized (sanctioned) by the
8 Board as a viable booster club or parent organization for the current school year.¹

- 9 1) The organization must be managed or operated by adults, rather than students, and will present its
10 by-laws and/or constitution annually to the principal. The principal, or the principal's designee, will
11 submit said bylaws and/or constitution to the Director of Schools and the Board of Education for
12 approval. These will clearly identify the organization as a parent organization or booster club
13 separate from school district student organizations and will provide details of the structure of the
14 organization including:
- 15 • Officers and their duties
 - 16 • Election of officers and term limits
 - 17 • Purpose and goals
 - 18 • Dues structure, if any
 - 19 • Intended use of funds generated by the organization
- 20
- 21 2) The organization must include one representative from the school faculty as a sponsor.
- 22
- 23 3) A school representative cannot act as a treasurer or bookkeeper for a school support organization,
24 or be a signatory on the checks for a school support organization. A majority of the voting
25 members of any school support organization board should not be composed of school
26 representatives.
- 27
- 28 4) The school support organization shall obtain the approval of the principal and the Director, or the
29 Director's designee, before undertaking any fundraising activity. The principal and the Director, or
30 the Director's designee, shall consider, at a minimum, the following when approving or denying a
31 request by a school support organization to engage in a fundraising activity:
- 32
- 33 a) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
34 school district or an individual school within that district;
- 35

- 1 b) Whether the fundraising activity is consistent with the goals and mission of the school or
2 school district; and
3
- 4 c) No fundraising activities will be conducted within the school by the organization during school
5 hours and students will not participate in fundraising during regular class periods.
6
- 7 5) The organization may not use school materials in advertising its activities. Use of school property
8 by the organization for its activities will meet all regulations established by the Board.
9
- 10 6) All funds raised by the organization will be used to achieve the stated purposes and goals of the
11 organization. No administrative fees or stipends to officers or others will be permitted.
12
- 13 7) The school support organization will be used to achieve the stated purposes and goals of the
14 organization and regulations in its activities.
15
- 16 8) The school support organization shall maintain a copy of its charter, bylaws, minutes, and
17 documentation of its recognition as a nonprofit organization.
18
- 19 9) The school support organization shall maintain financial records for a period of at least four (4)
20 years.
21
- 22 10) The organization must maintain bank, financial, and tax exempt status separate from the school.
23 The organization will provide to the Board, annually or upon request, a complete set of financial
24 records or detailed treasurer's report.
25
- 26 11) Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to
27 school-controlled and/or owned properties, or provide academic achievement awards and other
28 educational recognition to student bodies will be presented to the Board in official session for its
29 consideration, comment, evaluation, approval and sponsorship. This must be done before any
30 public announcement is made.
31
- 32 12) In no manner will board sanctioning of an organization preclude the organization from compliance
33 with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts
34 or services provided to the school should benefit both boys' and girls' activities.
35
- 36 13) No payment to any employee for services on behalf of the school system shall be made from any
37 source other than the Board. Wages may be paid from revenue derived from sources other than
38 taxes, provided the revenue is deposited and salaries are paid through the Board. This includes
39 Booster Clubs, donations or contributions from individual, civic or non-school related sources of
40 funds from individual school activities, such as gate receipts and concessions.
41
- 42 14) The Board reserves the right to revoke the sanctioning of any organization if it is found that the
43 organization's operations and purpose are not consistent with the vision and beliefs of the school
44 and the policies adopted by the Board.

Legal References

1. TCA 49-2-604

Cross References

- Gifts and Bequests 2.401
- Fundraising Activities 2.601
- Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Date last reviewed: January 2005	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 10/07/99
		Rescinds:	Issued:

1 *Central Office*

2 The Director of Schools shall maintain a system of accounting, arranged according to the regulations
3 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
4 receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
7 funds, such as athletic ticket money, school lunch funds and school class funds.²

8 The Board shall hold each principal responsible for the management of all internal accounts under his/her
9 jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.³

Legal References:

1. TCA 49-2-301(b)(1)(D);TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(c)(d)

Cross References:

Petty Cash 2.801
Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 01/23/20
		Rescinds: 4.100	Issued: 02/06/97

1 *General*

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

5
6 The Board approves the following broad-based instructional goals for students:

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

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

School District Goals 1.700

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 01/23/20
		Rescinds: 4.201	Issued: 02/24/11

1 **General¹**

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

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the size of the career and technical education (CTE) classes in grades nine through twelve (9-12) as
7 long as these class sizes do not exceed the maximum.

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

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 02/26/09
		Rescinds: 4.202	Issued: 02/06/97

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

5 The Board shall develop and periodically update a local plan for providing special education services
6 for disabled students. Specifically, the Board assures that:

- 7 1. All disabled children living within the school system have available to them a free, appropriate
8 public education which emphasizes special education and related services to meet their unique
9 needs; and
- 10 2. The rights of disabled children and their parents are protected.

11 The plan shall aim toward meeting the following objectives:

- 12 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification
13 and evaluation of disabled students.
- 14 2. To use the Individual Education Program (IEP-Team) for reviewing assessment, formulating
15 programming, and determining placement for every disabled student, including review of
16 proposed suspensions when appropriate, in accordance with the State Board of Education *Rules,*
17 *Regulations, and Minimum Standards;*
- 18 3. To ensure that placements are made which educate disabled children with non-disabled to the
19 maximum extent appropriate in the schools these children would normally attend if not disabled
20 and with age-appropriate peers;
- 21 4. To provide each disabled child with an individual educational program (IEP) specifically
22 designed to meet his unique needs;
- 23 5. To provide continuing evaluation of each disabled child's progress, including at least annual
24 review of his IEP and complete re-evaluation at least every three (3) years;
- 25 6. To ensure that procedural safeguards required by state and federal laws are adhered to;
- 26 7. To involve parents of disabled children in a meaningful dialogue with school personnel which
27 will begin with initial referral and continue throughout the student's educational career; and
- 28 8. Adhere to mandated procedures for isolation or restraints of students.⁴

Legal References:

1. TRR/MS 0520-1-3-.09(3)(b)
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.
4. TCA 49-10-1301-1306

Cross Reference:

Special Education Students 6.500

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Special Education Class Size</h2>	Descriptor Code: 4.2021	Issued Date: 10/02/03
		Rescinds:	Issued:

1 Students with disabilities who are placed in the general education classroom shall be provided a free
 2 appropriate public education (FAPE). The instructional needs of **all** students shall be met. Equitable
 3 and educationally sound placement of **all** students, including students with disabilities, shall be
 4 established in every classroom. The state's BEP formula shall be used in determining class size for all
 5 classrooms.

6 To ensure the provisions of a free appropriate public education (FAPE) according to state law and the
 7 Individuals with Disabilities Education Act (IDEA) are being met, our school district proposes the
 8 following:

- 9 1. Education placement decisions for all students, including students with disabilities shall be made
 10 based on the instruction needs of the students;
- 11 2. Provide joint staff development and training for General Education and Special Education teachers
 12 (models, strategies and interventions) for maintaining an inclusive classroom;
- 13 3. Facilitate interactive planning sessions with Special Education and General Education teachers as
 14 well as paraprofessionals regarding each student's IEP;
- 15 4. Training for General Education teachers on modifications and accommodations to the IEP;
- 16 5. All students in the general education classroom should have access to the standard textbooks and
 17 instructional materials used in the class; alternative or supplemental materials are provided as
 18 needed;
- 19 6. Provide resources, supports, supplemental aid and material for students to progress in the general
 20 curriculum and be successful in the general education classroom. (e.g. Assistive technology devices
 21 and services, paraprofessional support, adaptations in the classroom);
- 22 7. Provide the technical assistance needed to General Education teachers in order to address the needs
 23 of individual students; and
- 24 8. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills
 25 necessary to assist students in the general education classroom.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date: 02/24/11
		Rescinds: 4.203	Issued: 02/06/97

1 In keeping with the State Board of Education's endorsement of the Early Admission Program,¹ an
2 academically gifted high school student may complete the twelfth grade at a participating institution of
3 higher learning. The student will earn a year's credit in college at the same time that he earns credit for
4 his/her senior year in high school.

5 To be considered for this program, the student shall:

- 6 1. Earn a cumulative grade average of at least 95.00 through three (3) years of high school;
7
- 8 2. Earn an ACT composite of at least 25;
9
- 10 3. Submit a written request to the high school principal at the end of the eleventh year of school,
11 signed by student and parents;
12
- 13 4. With parents, meet with principal and counselor for consultation;
14
- 15 5. Submit a letter stating educational and vocational goals, his/her plans for attaining them, and
16 ways in which early admission will assist in reaching these goals;
17
- 18 6. Secure the recommendation to the program by the principal, counselor and two classroom
19 teachers;
20
- 21 7. Be accepted into an early admission program by an accredited institution of higher learning; and
22
- 23 8. Not be required to participate in the graduation program.

Legal References:

1. TRR/MS 0520-1-3-.06(4)

Cross Reference:

Enrollment in College Level Courses 4.205

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 07/22/21
		Rescinds: 4.204	Issued: 02/24/11

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 (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

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 and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the May Board meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

- 2 Priority students, as defined by state law, shall not be required to attend summer programs.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 08/26/21
		Rescinds: 4.205	Issued: 10/22/20

1 ***General***

2 Students in grades nine through twelve (9-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

- 5 1. Honors Courses: Acceptance will be based on academic history in subject content area, state test
6 scores and available space.
- 7 2. Dual Credit Courses: Determined by the institution awarding credit.
- 8 3. Industry Certification – Aligned Courses: Open to anyone.
- 9 4. Dual Enrollment: Determined by the institution awarding credit.
- 10 5. Advanced Placement: Acceptance will be based on academic history in subject content area, state
11 test scores and available space.

12 The principal of each school shall have the authority to require additional criteria for the enrollment in
13 advanced courses to fit the needs of the students within the school.

14 **NOTIFICATION¹**

15 The Director of Schools and supervisors shall develop a procedure to cover the notification process for
16 enrollment in advanced courses in accordance with Public Acts of 2021. The notification shall state that
17 a student will remain enrolled in the course unless the parent/guardian timely submits a written request
18 for removal. The Director of Schools shall determine the deadline to submit the request for removal.

19 Students may also be removed from an advanced course if the student's teacher determines that the
20 student should be removed based on performance within thirty (30) days of instruction and the principal
21 approves the request to remove the student.

22 **COLLEGE LEVEL COURSES²**

23 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
24 Students who take and pass dual credit enrollment courses at a postsecondary institution shall have their
25 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
26 requirement course.

27 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
28 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
29 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

1 MIDDLE COLLEGE

2 Middle College courses may be offered under this option. Middle College allows high school 11th
3 graders to enter a program that allows them to earn an Associate degree while in high school. The
4 qualifications for Middle College at Roane State Community College (RSCC) are to have made a
5 composite score on the PreACT of 22 or higher and a Math sub score of at least 21. Additionally, the
6 student must meet three of the four college readiness benchmarks (Math-22, Science-23, English-18 and
7 Reading-22). If a 10th grader is interested in Middle College and they do not qualify through the PreACT
8 test, they may take the national ACT or the residual at RSCC.

9 Middle College course work will not be factored in determination of valedictorian and salutatorian.

Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: English Learners	Descriptor Code: 4.207	Issued Date: 02/23/17
		Rescinds: 4.207	Issued: 03/12/08

1 If the inability to speak and understand the English language excludes a student from effective
2 participation in the educational programs offered by the district, the district shall take reasonable actions
3 to provide the student equal access to its programs. Students who are English learners (“EL”) shall be
4 identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from
5 any program or extra-curricular activity based on the student’s surname or EL status.¹

6 The Director of Schools shall evaluate the effectiveness of the district’s language assistance programs
7 to ensure EL students will acquire English proficiency and the ability to participate in the standard
8 instructional program within a reasonable period of time.

9 ENGLISH LANGUAGE INSTRUCTION PROGRAM

10 The Board directs the administration to develop and implement language instruction programs that:²

- 11 1. Appropriately identify EL students in a timely, valid, and reliable manner.
- 12
- 13 2. The building administrator shall ensure that all new and currently enrolled students complete
14 the Home Language Survey.
- 15 3. Determine the appropriate instructional environment for EL students.
- 16 4. Provide EL students with a language assistance program that is educationally sound and proven
17 successful.
- 18 5. Annually assess the English proficiency of EL students and monitor the progress of students in
19 order to determine their readiness for standard instructional program.
- 20 6. Monitor the progress of students that have exited the EL program.

21 PARENTAL NOTIFICATION³

22 Parents of EL students shall be given notice of, and information regarding, the instructional program
23 within the first thirty (30) days of the school year, or within the first two weeks of a student being placed
24 in a language instruction educational program (LIEP). At a minimum, the notice will include the
25 following:³

- 26 1. The reason for identifying the child as an EL student;

- 1 2. The child’s level of English language proficiency, including how the level was assessed, and the
2 status of the child’s academic achievement;
- 3 3. Methods of instruction used in the program, methods of instruction in other available programs,
4 and how they differ;
- 5 4. How the program meets the educational strengths and needs of the student, and how the program
6 will help the student reach English language proficiency and meet academic standards;
- 7 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
8 expected rate of high school graduation;
- 9 6. How the program meets the goals of an EL student with an IEP; and
- 10 7. Information on the parents’ right to withdraw the student from the program or choose another
11 program or method of instruction if available.
- 12 Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work Based Learning Program	Descriptor Code: 4.211	Issued Date: 01/25/18
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.

- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.¹

Legal References

1. State Board of Education Policy 2.103

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 09/22/22
		Rescinds: 4.212	Issued: 12/02/21

1 **General**

2 The Cumberland County virtual education program is a course or series of courses offered by a school
3 district to provide students a broader range of educational opportunities through the use of technology.
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in
6 state law.²

7 Virtual education programs³ shall be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
9
- 10 2. Continuity of educational service for students who are homebound;⁴
11
- 12 3. Continuity of educational service for students who are quarantining;⁵
13
- 14 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
18 or staff, or during the administration of end of course examinations or other examinations as
19 allowed by state law.⁷

20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above
22 educational opportunities. The following factors shall also be taken into consideration when
23 determining eligibility:

- 24 1. Attendance;
- 25
- 26 2. Grades;
- 27
- 28 3. Technology survey; and
- 29
- 30 4. Other, as determined by district procedures.

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
7
- 8 2. Students participating in synchronous virtual instruction;
9
- 10 3. Students completing work in a learning management system;
11
- 12 4. Students submitting work via hard-copy or virtual formats; or
13
- 14 5. Other, as determined by district procedures.

15 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

16 A student may be removed from the virtual education program or denied future enrollment in a virtual
17 education program based on disciplinary issues, attendance issues, or poor academic performance.

18 Before a student is removed based on poor academic performance, the following interventions shall
19 occur:

- 20 1. Notification of parent/guardian;
21
- 22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
23 academic performance; and
24
- 25 3. Other, as determined by district procedures.

26 ENROLLMENT AGREEMENT

27 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
28 students from other school districts that want to attend virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/26/21
		Rescinds: 4.213	Issued: 10/22/20

1 The school District shall maintain a program of family life education, which conforms to guidelines
2 established by the State Board of Education.¹

3 A parent/guardian who chooses not to have a student participate in the family life education program
4 shall submit such request in writing to the principal. A student who is excused from the program shall
5 be assigned alternative activities and shall not be penalized academically.

6 **FAMILY LIFE INSTRUCTION**

7 The curriculum for the family life education program shall, in a manner that is age-appropriate and
8 factually and medically accurate, including the following: ²

- 9 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 10
- 11 2. Encourage sexual health by helping students understand how the whole person is affected by
12 sexual activity as well as other risk behaviors;
- 13
- 14 3. Provide information about human reproduction, including conception, birth, and prenatal care,
15 as well as the process of adoption and its benefits;
- 16
- 17 4. Provide information on the family unit and the responsibilities and consequences related to sexual
18 activity, including the challenges of single teen parenting;
- 19
- 20 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
21 activity;
- 22
- 23 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
24 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
25 is the child;
- 26
- 27 7. Provide instruction on the prevention of dating violence;
- 28
- 29 8. Encourage communication between parent(s)/guardian(s) and students; and
- 30
- 31 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.

- 1 The family life education program shall be reviewed annually to assure that the prohibited items of
- 2 instruction, as provided for in state law,³ are not included in curriculum.
- 3 Personnel involved in instruction will conduct such instruction with maturity and discretion. Personnel
- 4 providing family life instruction shall receive training prior to presenting such instruction.

Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304
3. TCA 49-6-1304(b)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/22/21
		Rescinds: 4.301	Issued: 06/27/19

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

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be
11 the principal's responsibility. Principals shall ensure that school regulations regarding participation in a
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal
13 or his/ her designee must accompany an athletic team on trips. Transportation of teams to athletic
14 games is approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of High School athletics.³ The Director of Schools shall develop a code of conduct for all coaches to
17 follow in order to ensure the health and safety of athletes.⁴

18 The Cumberland County Schools Athletic manual shall regulate the operation and control of Middle
19 School and Elementary Athletics.

20 **INSURANCE & PHYSICAL EXAMINATIONS**

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

26 Prior to participation in interscholastic athletics, every student must complete an annual physical
27 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of
28 the examination, and these records shall be on file in the principal's office.

29 In order to create a drug-free educational and athletic environment and to limit the potential liability
30 for the schools as a result of injury or health problems arising from substance abuse, the Board
31 authorized drug testing for students who participate in extracurricular activities.

1 Students in grades 7 through 12 who desire to participate in extracurricular activities are subject to
 2 random selection for mandatory substance screening. The drug testing program is not punitive, but is
 3 designed to create a safe, drug-free environment for students involved in extracurricular activities and
 4 assist them in getting help when needed.

5 **SCHEDULING CONFLICTS**

6 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
 7 group of students for the purpose of attending the practice of any interscholastic sport during the school
 8 day without written permission from the Board.⁷ This does not prevent regular physical training lessons
 9 in the daily school program.

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

14 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 15 playing conditions of the interscholastic sport.⁴ Severe weather includes, but is not limited to, thunder,
 16 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 17 discussed with all players, coaches, and officials, if applicable.

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

21 **PROHIBITION AGAINST HAZING**

22 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
 23 tolerate hazing activities.⁹

Legal References

1. 34 CFR § 106.41 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-03-.08(2)(b)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232H © TRRMS 0520-01-13.01 (1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 05/28/20
		Rescinds: 4.302	Issued: 10/08/02

1 The Board encourages field trips, excursions and competitions when the experiences are an integral part
2 of the school curriculum and contribute to the Board's desired educational goals.

3 The Director of Schools shall develop procedures for submitting, reviewing and approving requests for
4 field trips, excursions, and competitions. Any request that requires students to travel out of state or stay
5 overnight requires prior Board approval.

6 **INDEPENDENTLY PLANNED TRIPS**

7 Trips privately planned by school district employees, acting outside the scope of their employment, are
8 not authorized by the school district.

9 These trips are not approved by the Board and are not considered a part of the curriculum. Total
10 responsibility for privately planned trips rests with the chaperone(s) as well as with the
11 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 13 1. Board funds or resources shall not be used;
- 14 2. School district materials shall not be used;
- 15 3. The Board shall not assume any liability;
- 16 4. Employees are not authorized to act on behalf of the school district;
- 17 5. Recruitment efforts made by an employee shall not occur during the instructional school day;
18 and
- 19 6. Absences caused by participating in privately planned trips shall be considered unexcused.
20
21
22
23
24

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 07/24/14
		Rescinds:	Issued:

1 All classrooms and learning centers shall be equipped with the instructional materials needed to
2 provide quality learning experiences for students.

3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.

6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the Director of Schools.

8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The Director of Schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 02/25/21
		Rescinds: 4.401	Issued: 06/25/12

1 **General**

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

6 **SELECTION**²

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

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

18 **DISTRIBUTION**

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

21 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**³

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

28 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**⁴

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

- 1 Textbooks and instructional materials including, but not limited to teaching materials, handouts, and
- 2 tests that are developed by and graded by their child's teacher shall be available for inspection by
- 3 parents/guardians upon request.

- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2007 (c),(e),(f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B) TRR/MS 0520-01-02-.16(2)

Cross References

Surplus Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Use of Copyrighted Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.404</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

1 In order to define the fair and reasonable use that employees may make of copyrighted work for
 2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright
 3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
 5 and/or the use of all copyrighted materials;¹
- 6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer software
 8 piracy shall be taught in all computer courses;
- 9
- 10 3. The Director of Schools shall establish specific regulations regarding the copying, distribution
 11 and use of copyrighted materials for instructional purposes; and
- 12
- 13 4. The principal of each school shall establish practices which will enforce this policy at the school
 14 level.

 Legal Reference:

1. Title 17 of the U.S.C.A.

 Cross References:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee-Developed Materials	Descriptor Code: 4.405	Issued Date: 02/06/97
		Rescinds:	Issued:

1 Materials developed as part of regular employment are equally the properties of the school system and
2 the employee.

3 School-owned equipment, including computers, may be used for developing and writing programs that
4 will be used as part of the instructional program or for administrative purposes. The school system shall
5 maintain full use of all educational or administrative materials, software, manuals and related materials
6 developed by school system employees during which time they are being compensated. No other
7 compensation to the school system shall be required.

8 The Director of Schools shall ensure that a contractual agreement shall be executed between the
9 employee and the Board when requested by the Board and/or the employee.

10 Educational materials created by the employee during the employee's leisure hours when the employee
11 is not fulfilling contractual duties to the school system are the property of the employee.

Cross Reference:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 06/01/00
		Rescinds: 4.5061	Issued: 10/28/98

1 CONTENT STANDARDS

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation
3 of school and/or District web pages on the Internet. Only those web pages maintained in accordance with
4 Board policy and established procedures shall be recognized as official representations of the District or
5 individual schools. All information on a school or District web page must accurately reflect the mission,
6 goals, policies, program and activities of the school and District. The web page must have a purpose
7 which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for
9 students, parents, and staff in the District;
- 11 2. Public information —intended to communicate information about the schools and District to
12 students, staff, parents, community and the world at large; and
- 14 3. District technology support —intended to provide and respond to instructional and
15 administrative technology needs of students and staff.

16 All material on a school web site shall be either original to the school, in the public domain or posted
17 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
18 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all
19 applicable copyright laws and guidelines.

20 Web sites developed under contract for the school District or within the scope of employment by District
21 employees are the property of the school District.

22 PRIVACY STANDARDS

- 23 1. Because Internet publications are available to the entire world, special care shall be taken to
24 protect the privacy of students and staff. Web pages may not include personally identifying
25 information regarding a student¹ such as: telephone numbers, addresses, names of other family
26 members, names of friends, e-mail addresses, specific location of a student at any given time,
27 grades or any other academic information. No confidential information shall be published on or
28 linked to the web site.
- 30 2. Student work may be published on web pages only with written consent of the student's
31 parent/guardian or the eligible student before each incident of publication. The authoring
32 student shall also sign a copyright consent form.

1 3. Links to student e-mail accounts are prohibited.
2

3 4. Pictures of students may be included only under the following conditions:
4

- 5 • Individual student pictures may be published on the web site only with written consent of the
6 student's parent/guardian or eligible student.
- 7 • Pictures of groups of students involved in a school-related activity may be published without
8 consent; however, the students shall only be identified by the group name.
- 9 • Students shall not be individually identified in pictures unless there is a special reason for
10 doing so, such as recognition for receiving an award. In such cases, the student's
11 parent/guardian or eligible student must give written consent.

12 **ADVERTISING/SPONSORSHIPS**

13 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
14 web administrator, the principal, or the Director of Schools/designee. Guidelines for approval shall be
15 established by the Director of Schools/designee and must be consistent with the board's policies and
16 guidelines used in other school and district publications.

17 **ADMINISTRATIVE PROCEDURES**

18 The Director of Schools shall develop administrative procedures for development of web pages including
19 content, quality and consistency standards and shall designate an individual(s) to be responsible for
20 maintaining the official district web page and monitoring all District web page activity. A building
21 principal shall make such designation for an individual school. Schools or departments who wish to
22 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
23 page.

24 **CONCERNS/COMPLAINTS**

25 As with any instructional materials or publication used by or representing the school or District, the
26 building principal or Director of Schools, respectively, is ultimately responsible for accuracy and
27 appropriateness of the information made available on the web site. Concern about the content of any
28 page(s) created by students or staff should be directed to the building principal or the Director of Schools'
29 office when related to the District web site. If the concern is not resolved, persons who wish to file a
30 formal complaint shall submit a written request for reconsideration of instructional material.

Legal Reference:

1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)

Cross References:

- Reconsideration of Instructional Materials 4.403
- Use of Copyrighted Materials 4.404
- Employee-Developed Materials 4.405

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">School Volunteers</h2>	Descriptor Code: 4.501	Issued Date: 02/06/97
		Rescinds:	Issued:

- 1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop a volunteer
2 program for each school.

- 3 All volunteers must be selected by the principal and approved by the Board and shall serve under the
4 supervision and direction of the professional personnel of the school to which they are assigned.
5 Volunteers may assist professional personnel in the performance of their teaching and administrative
6 responsibilities. They may not teach but may reinforce skills taught by the professional staff. Volunteers
7 shall be required to wear appropriate identification badges.

- 8 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
9 conducting orientation programs and regular in-service training sessions.

- 10 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
11 in the performance of their duties.²

- 12 The Board reserves the right to conduct such background investigations as may be needed.

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

Legal References:

1. TCA 49-6-7001

Cross Reference:

Visitors to the School 1.501

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Homework	Descriptor Code: 4.6011	Issued Date: 02/06/97
		Rescinds:	Issued:

- 1 Homework may be assigned to reinforce and strengthen specific areas of interest and opportunities. All
- 2 homework shall be received by the teacher making the assignment and the appropriate credit given for
- 3 the student's accomplishments.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 05/28/20
		Rescinds: 4.606	Issued: 08/23/18

- 1 Students who have met all graduation requirements may participate in graduation activities.¹
- 2 Students are expected to participate in all graduation activities, and graduation apparel shall be
3 determined by the administration of each school and shall be the personal expense of each student. Any
4 fees required for graduation ceremonies shall be waived for students who are eligible to receive free or
5 reduced-price lunches, and in such cases, the school shall assume responsibility for payment of fees.²
- 6 Graduation ceremonies shall be physically accessible to all students, their parent(s)/guardian(s), and
7 other interested citizens.³
- 8 Students who do not wish to participate in graduation activities shall notify the school principal in writing
9 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
10 diplomas or certificates from the principal's office within one (1) week of the day of graduation.
- 11 Graduation activities organized by District employees shall not be religious in nature.⁴ The content of
12 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the
13 school, employees, or Board.
- 14 The Director of Schools shall develop procedures to ensure that students are recognized at graduation
15 ceremonies for the following achievements.⁵
- 16 ● Honors;
 - 17 ● State Honors;
 - 18 ● State Distinction;
 - 19 ● District Distinction;
 - 20 ● Tri-Star Scholar;
 - 21 ● Student receiving a TN Seal of Bi-literacy;
 - 22 ● Students voluntarily completing at least ten (10) hours of community service each semester the
23 student is in attendance at a public high school;
 - 24 ● Students receiving a gold or platinum medal on National Career Readiness Certificate;
 - 25 ● Students graduating with a district-developed work ethic distinction; and
 - 26 ● Middle College

Legal References

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

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluations of Instructional Programs	Descriptor Code: 4.702	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The purposes of evaluation of instruction will be:

- 2 1. To indicate instructional strengths and weaknesses;
- 3
- 4 2. To provide information needed for future planning;
- 5
- 6 3. To provide data for public information;
- 7
- 8 4. To show the relationship between achievement and the school system's stated goals; and
- 9
- 10 5. To assess the suitability of the instructional program in terms of community requirements.

11 A continuing evaluation will be conducted at the school and system-wide level. The needs indicated by
12 this evaluation will be listed on a priority basis and school improvement programs will be aimed at
13 meeting these needs. Supervisors of the various instructional programs will report to the Board annually.

Cross References:

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Controversial Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.801</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
- 2 in an activity. A written request detailing the parents objections must be submitted to the principal. If
- 3 the principal determines the objection to have merit, a suitable alternative will be provided.

- 4 No student who is granted such a request shall be penalized academically for his/her failure to participate
- 5 in an activity, read a book or use certain materials.

- 6 The final decision concerning the use of controversial materials shall rest with the Board.

Legal Reference:

1. TCA 49-6-1001

Cross References:

- Textbook Selection, Distribution and Care 4.401
- Selection of Instructional Materials 4.402
- Reconsideration of Instructional Materials 4.403
- Use of the Internet 4.406
- Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 07/24/14
		Rescinds:	Issued:

1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the District are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 SCHOOL SPONSORED EVENTS ⁴

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26
27 2. There is an appropriate method of selecting student speakers, which is based on neutral criteria.

1

2

3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

4

5

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

6

7

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

8

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

Cross References

- Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date: 07/24/14
		Rescinds:	Issued:

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

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

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

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from
9 discrimination based on the religious content of their submissions. These assignments shall be judged by
10 ordinary academic standards of substance and relevance and against other legitimate academic concerns. A
11 student shall not be penalized or rewarded on account of the religious content of the student's work.¹

12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows: ³

14 1. The several holidays throughout the year which have both a religious and a secular basis may be
15 observed in the public schools; ⁴

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner
20 and as a traditional part of the cultural and religious heritage of the particular holiday;

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
23 the holiday and are temporary in nature; and

24 5. The school District's calendar shall be prepared so as to attempt to minimize conflicts with
25 religious holidays of all faiths. All students and staff members shall be tolerant of the views of others.
26 Students and staff members shall be excused from participating in practices which are contrary to their
27 religious beliefs.²

Legal References

1. TCA 49-6-1804
2. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
3. Florey v. Sioux Falls, 619 F. 2d 1311 (1980);
Washegesic v. Bloomindale Public Schools 813 F. Supp. 559 (1993)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Prayer and Period of Silence</h2>	Descriptor Code: <h3 style="text-align: center;">4.805</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school-
 2 directed activity¹, but a period of silence ² may be observed.

3 The principal will develop a procedure that at the beginning of each school day students are called to
 4 order and announce a moment of silence is to be observed. No other action shall be taken by a teacher
 5 other than to maintain silence for the full time.

 Legal References:

1. *Lee v. Weisman*, 505 U.S. 112 S. Ct.2649, 120 L. Ed.2d 467 (1992)
2. TCA 49-6-1004

 Cross Reference:

Student Equal Access 4.802

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 04/23/15
		Rescinds: 5.310	Issued: 12/18/14

1 VACATIONS

2 All non-certified personnel employed on a 260-day basis shall earn 7 vacation days per year. Vacation
3 days will be increased by 5 days per year on the 2nd, 4th, and 7th year of employment, to a maximum of
4 20 days. A total of 5 vacation days may be carried over into the next fiscal year. The time of vacation
5 must be approved by the Director of Schools and immediate supervisor.

6 HOLIDAYS

7 Non-certified personnel employed for 260 day basis, if on active payroll at the time, shall be entitled to
8 the following paid holidays:

- 9
- 10 New Year's Eve
 - 11 New Year's Day
 - 12 Good Friday
 - 13 Memorial Day
 - 14 4th of July
 - 15 Labor Day
 - 16 Thanksgiving (2)
 - 17 Christmas Eve
 - 18 Christmas Day

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

Legal References

1. TCA 5-23-101; 104

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Corporal Punishment</h2>	Descriptor Code: 6.314	Issued Date: 08/23/18
		Rescinds: 6.314	Issued: 08/27/15

1 Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner
 2 against any student for good cause in order to maintain discipline and order within the public schools
 3 in accordance with the following guidelines.¹

- 4 1. Corporal punishment may be administered only after other less stringent measures have failed,
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
- 7 2. The instrument to be used in administering corporal punishment shall be approved by the
 8 principal;
- 9 3. Corporal punishment shall be reasonable;
- 10 4. Corporal punishment shall be administered in the presence of another professional employee;
- 11 5. The nature of the punishment will be such that it is in proportion to the gravity of the offense,
 12 the apparent motive and disposition of the offender, and the influence of the offender's
 13 example and conduct on others;
- 14 6. If a student has a disability, corporal punishment shall be administered only when the school
 15 has received written parental permission. The parental permission must include the type of
 16 corporal punishment that is allowed and the circumstances under which it is permitted. This
 17 information will be kept on file at the school. It may be revoked at any time; and
- 18 7. The principal shall notify the parent/guardian any time corporal punishment is used.

19 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 20 misconduct, the type of corporal punishment administered, the name of the person administering the
 21 punishment, the name of the witness present and the date and time of punishment.

22 Disciplinary records shall be filed in the school office and made available to parents/guardians or
 23 students, whichever is appropriate. A copy of the report shall be sent home to parents/guardians.

24 In order to be excluded from corporal punishment, it is the responsibility of the parent/guardian to
 25 obtain an exclusion form and submit it to the principal of the school within two weeks of enrollment.

26 If corporal punishment is refused, an appropriate alternate discipline will be assigned as deemed
 27 appropriate by the administration.

28 The Director of Schools shall develop administrative procedures to implement this policy, including
 29 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 09/26/19
		Rescinds:	Issued:

1 **General**

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school District shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school District on relocation.

10 Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency
11 within the school District.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absence.

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203

Cumberland County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 09/28/17
		Rescinds: 2.802	Issued: 11/20/14

- 1 All personnel will be paid on the fifteenth (15th) and the last day of the month.
- 2 All personnel will receive compensation in twenty-four (24) installments effective July 1, 2018.
- 3 If the end of a pay period falls on a non-working day, employees will be paid on the last Central Office
- 4 working day prior to the pay period. Deposits will coincide with the end of the pay period.
- 5 Upon resignation or retirement of school personnel, final salary payment shall be withheld until all
- 6 records and assets in custody of the employee are satisfactorily transferred to his/her successor or another
- 7 designated person.
- 8 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law

Cross References

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The Board establishes these general goals for the conduct of its management program:

- 2
- 3 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
4 comfortable, and clean environment for instruction and administration;
- 5
- 6 2. To provide a building maintenance program which protects the taxpayer's investment in facilities
7 and ensures their continued use;
- 8
- 9 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 10
- 11 4. To provide a student transportation system which meets state requirements;
- 12
- 13 5. To design and implement a program of food services which emphasizes nutritional needs of
14 children as the basis of growth and development of bodies and minds;
- 15
- 16 6. To collect and maintain data pertinent to educational planning; and
- 17
- 18 7. To provide a sound program of insurance protection for system employees, students, and
property.

Cross Reference:

School District Goals 1.700

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Crisis Management</h2>	Descriptor Code: 3.203	Issued Date: 09/26/19
		Rescinds: 3.203	Issued: 02/28/19

1 **CRISIS MANAGEMENT**

- 2 1 The principal of each school shall select a representative to serve on a committee for the
- 3 purpose of developing a Crisis Management Plan for use by the school system in times of
- 4 crisis, including suicide, shootings and death of a student, parent or faculty member. Within
- 5 the development of such plan, the committee shall provide for the appointment of a Crisis
- 6 Team in each school, which shall deal with the specific situations, make decisions, and
- 7 disseminate information in the event of a crisis. Members of the team shall consist of the
- 8 principal, guidance counselor, school resource officer and at least one other staff member
- 9 designated by the principal.
- 10 2 The principal of each building shall be responsible for the development of emergency
- 11 procedures, which shall be distributed to building employees, parents, and members of the
- 12 Crisis Team. Training for all school employees in the crisis management procedures shall
- 13 be conducted annually during scheduled in-service sessions prior to the beginning of
- 14 school.
- 15 3 In the event of a crisis, the principal shall notify the Crisis Team members, the Director of
- 16 Schools or Director of Emergency Management & Security. If he/she determines it to be
- 17 necessary, the principal shall contact the appropriate emergency services (police, fire,
- 18 ambulance, etc.) During the time of emergency, or where a situation warrants at a
- 19 Cumberland County School, a Central Services designee would respond to that school in a
- 20 “support and advisory capacity” to assist the school principal. The designee would be
- 21 deployed as ordered by the Director of Schools or Director of Emergency Management and
- 22 Security.
- 23 4 All media attention shall be the directed to the Director of [Schools'](#) office.

Legal References

1. TCA 49-6-804(a)

Cross References

News Releases, News Conferences and Interviews 1.503

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Energy Use and Conservation	Descriptor Code: 3.207	Issued Date: 11/14/13
		Rescinds:	Issued:

1 PURPOSE

2 The Cumberland County Board of Education is responsible for the efficient use of all natural resources
3 required by the District. In keeping with this responsibility, the District shall provide leadership in
4 developing a realistic energy use ethic, by increasing awareness of energy needs and their associated
5 costs in the operation of District facilities, in order to conserve on energy while maintaining a
6 comfortable environment.

7 STATEMENT OF POLICY

8 The District's success in achieving an effective energy use, conservation and efficiency program requires
9 and depends upon cooperation at all levels. Therefore, every employee, student, school volunteer and
10 contractor is expected to contribute to and actively participate in the District's energy conservation and
11 efficiency program, and to be an "energy saver" as well as an "energy consumer."

12 Implementation of the District's energy use and conservation policy shall be the joint and collective
13 responsibility of the District's Board of Education, administration, teachers, staff, students and
14 volunteers. While primary accountability and responsibility for management and administration of the
15 District's energy conservation and efficiency program shall lie with the District's Director of Schools or
16 his/her designee, the District's administrative staff shall assist the Director of Schools or Designee as
17 needed in implementing, managing, directing, monitoring, evaluating and reporting District conservation
18 and efficiency in the use of energy.

19 The District shall, under the supervision and direction of its Director of Schools or designee, maintain
20 accurate records of energy consumption and associated costs at each school site and shall periodically
21 provide information on the goals and progress of the District's energy conservation program. The
22 judicious use and management of various energy systems at each school facility shall be the joint
23 responsibility of the administrative, instructional, and custodial staff of each such facility, acting in
24 concert with the District's ~~Engineering Department and its Assistant Superintendent of Engineering.~~
25 [Deputy Director and Maintenance Supervisor.](#)

26 The District's Director of Schools or designee shall develop, in cooperation with and with assistance
27 from such others as may be necessary, and shall thereafter disseminate, the appropriate short and long
28 range administrative guidelines or regulations necessary to implement and administer the District's
29 energy awareness, management and conservation programs.

30 The Director of Schools shall monitor compliance with the following:

1 (1) Maintenance of the learning environment shall always take precedence over energy
2 conservation measures;

3
4 (2) The District shall amend its policies and action plans to as required to strive for continuing
5 compliance with the most recent adoption of the American Society of Heating, Refrigeration and
6 Air Conditioning Engineers (ASHARE) Standards 90.1 (minimum standard for energy
7 efficiency), 62.1 (minimum standard for indoor air quality) and 55 (minimum standard for human
8 comfort).

9 ENERGY SAVINGS CALCULATIONS

10 Proceeds from the Energy Efficiency Fund will be utilized to implement energy conservation measures.
11 A percentage of the energy savings recognized will be re-invested into the facilities to continue
12 developing energy conservation strategies and upgrade equipment. Energy savings will be calculated
13 on a school year basis. Total energy consumption (electricity, water, gas, demand factors, etc.) will be
14 analyzed and compared to previous years of operation to determine savings. Climatic temperature
15 extremes, facility size, and student census will be included in the energy conservation savings analysis
16 to establish baseline indices.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 11/14/13
		Rescinds:	Issued:

1 The Director of Schools shall present an annual assessment of facility needs to the Board in October.
2 The needs assessment shall include a review of each school site. Each principal shall prepare the
3 assessment for his/her school with input from staff, parents and community leaders.

4 The individual school needs assessment shall include the following information:

- 5 1. Building, site, and utility deficiencies
- 6 2. Maintenance issues
- 7 3. Number of classrooms with class sizes
- 8 4. Population and enrollment projections
- 9 5. Community needs
- 10 6. Other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. Individual school assessments
- 13 2. System-wide population growth projections
- 14 3. Industrial and business forecasts
- 15 4. Other information as deemed necessary

16 **ASBESTOS¹**

17 The Director of Schools shall maintain an Asbestos Management Plan for all buildings leased, owned,
18 or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing
19 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action
20 activities.

21 The Director of Schools shall:

- 22 A. Annually publish a notification on the Asbestos Management Plan availability and the status of
23 asbestos activities;
- 24
- 25 B. Educate and train maintenance and custodial staff about asbestos and how to deal with it, in
26 accordance with state and federal statutes;
- 27
- 28 C. Notify short-term or temporary workers on the locations of the building materials containing
29 asbestos;
- 30

- 1 D. Post warning labels in routine maintenance areas where asbestos was previously identified or
2 assumed;
3
- 4 E. Follow set plans and procedures designed to minimize the disturbance of building materials
5 containing asbestos; and
6
- 7 F. Survey the condition of these materials every six (6) months to assure that they remain in good
8 condition.

9 The Director of Schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
10 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
11 asbestos-related issues should be directed to the AHERA Manager.

Legal References:

1. 40 C.F.R. § 763.91-93

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Naming of Facilities	Descriptor Code: 3.210	Issued Date: 05/24/18
		Rescinds: 3.210	Issued: 09/28/17

1 **NEW FACILITIES**

2 The Board shall determine the name of a new facility.

3 **PLAQUES FOR NEW FACILITIES**

4 All major building projects will be designated with a suitable plaque identifying the project, year
5 completed, names of Board Members and Director of Schools, the architectural firm, the general
6 contractor, the County Mayor and County Commission members at the time of the project. The plaque
7 for each building will be in the contract and will be designed by the architect.

8 **NAMING OF DESIGNATED AREAS**

9 The Cumberland County School Board will consider nominations for naming areas in school facilities
10 for individuals. Only one area in the school division may be named for an individual. The Board
11 reserves the right to designate an area that has previously been named in recognition of an individual.

12 Criteria for these nominations should include:

- 13 • Individuals who have made significant contributions to the school or school division.
- 14 • Nominations should not be based on service longevity only
- 15 • Only individuals of strong moral character will be considered for nomination.

16 Any individual desiring to nominate someone to have an area of a school facility named for the
17 nominee must complete an application. The principal of the facility acknowledges agreement by
18 his/her signature on the application. The application must include the name of three (3) references, one
19 of which must be a current Board member. Applications may be obtained from the office of the
20 Director. Applications for nomination for naming an area of a school facility for an individual should
21 be submitted to the Director. The Director will submit the application(s) to the Board. The Board will
22 review the application(s) and make the final decisions regarding the naming of an area of a school
23 facility. The decision to approve or disapprove a nomination is discretionary by the Board and is not
24 subject to challenge or appeal.

1 PLAQUES FOR DESIGNATED AREAS

2 If the Board approves the naming of an area of a school facility, a plaque will be mounted at the
3 designated area. The plaque shall be ordered through the school system and installed by staff;
4 however, the cost of the plaque shall be borne by the nominating entity. The plaque shall read as
5 follows:

6 “In honor of the contributions of (name of honoree) to Cumberland County Schools
7 Approved (date of approval) by the Cumberland County Board of Education”

8 The principal of the school will determine the location of the plaque. The person responsible for the
9 administration of the facility will determine the location of plaques for other facilities. The plaque
10 shall become the property of Cumberland County Schools.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 07/22/21
		Rescinds:	Issued:

1 SELECTION OF ARCHITECT¹

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each project.

4 SELECTION OF ENGINEER¹

5 Following the execution of a contract for architectural services, the architect or architectural firm shall
6 select a registered engineer for each project.

7 SITE SELECTION

8 The Board shall have sole discretion with choosing sites for construction.² When determining where to
9 begin new projects, the Board shall consider the current and future populations of the area, transportation
10 routes, and accessibility to utilities.

11 BUILDING ACCESSIBILITY³

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply
13 with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">District Water Testing</h2>	Descriptor Code: 3.212	Issued Date: 10/25/18
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
 3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
 5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
 8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
 9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
 11 immediately remove the drinking water source from service. The drinking water source shall not be
 12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
 13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
 15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).

16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: 02/25/16
		Rescinds:	Issued:

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
2 miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with
3 disabilities on district property and in district facilities provided the individuals and their animals meet
4 the requirements and responsibilities covered in this policy.

5 When an individual with a disability seeks to bring a service animal into a district facility, the district is
6 entitled to ask the individual if the animal is required because of a disability and what work or task the
7 animal has been trained to perform.² The district is not entitled to ask for documentation that the animal
8 has been properly trained, but the individual bringing the animal into a district facility will be held
9 accountable for the animal's behavior.

10 Any service animal brought into a district facility by an individual with a disability must have been
11 trained to do work or perform tasks for the individual. The work or tasks performed by the service animal
12 must be directly related to the handler's disability. Examples of work or tasks include, but are not limited
13 to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting
14 individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent
15 protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the
16 presence of allergens, retrieving items such as medicine, providing physical support and assistance with
17 balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and
18 neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

19 The crime deterrent effects of an animal's presence and the provision of emotional support, well-being,
20 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

21 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of
22 a public entity's facilities where members of the public, participants in services, programs or activities,
23 or invitees, as relevant, are allowed to go.

24 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
25 or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other
26 tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe,
27 effective performance of work or tasks, in which case the service animal must be otherwise under the
28 handler's control by means of voice control, signals, or other effective means.

29 District staff may ask an individual with a disability to remove a service animal from the premises if:

30 (1) The animal is out of control and the animal's handler does not take effective action to control it; or

1 (2) The animal is not housebroken.

2 (3) The animal's presence would fundamentally alter the nature of the service, program or activity.³

3 If the district excludes a service animal due to the reasons listed above, the district shall give the
4 individual with a disability the opportunity to participate in the service, program, or activity without
5 having the service animal on the premises.

6 The District and its staff are not responsible for the care or supervision of a service animal brought onto
7 district property or into district facilities by an individual with a disability.

8 The District shall not ask or require an individual with a disability to pay a surcharge, even if people
9 accompanied by pets are required to pay fees, or to comply with other requirements generally not
10 applicable to people without pets.

Legal References

1. 28 CFR § 35.104
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Use of Unmanned Aircraft Systems and Model Aircraft in the Curriculum</h2>	Descriptor Code: <h3 style="text-align: center;">3.219</h3>	Issued Date: <h3 style="text-align: center;">05/26/16</h3>
		Rescinds:	Issued:

1 Unless granted permission by the ~~Superintendent~~ **Director of Schools** or his/her designee, the use of Unmanned
 2 Aircraft Systems (UAS) for any purpose is not permitted at any school district event, activity or classroom
 3 activity. This prohibition applies to all school district indoor/outdoor property and includes a ban at all venues
 4 including the spectator areas and parking areas.

5 Any use of model aircraft within a program of instruction approved by the ~~Superintendent~~ **Director of Schools**,
 6 shall comply with Tennessee law and Federal Aviation Administration (FAA) rules.^{1,2} Additionally:

- 7 1. Operation of the Model Aircraft will be under the planned supervision and control of a Licensed
 8 Aviation Instructor.
- 9
- 10 2. The current FAA airspace requirements and regulations will be adhered to at all times, as will any state
 11 laws which may be in place at the time of operation. Flights will be no higher than 400 feet in altitude.
 12
- 13 3. The operation and flight patterns will avoid flight directly over people and /or any spaces deemed safety
 14 concerns.
- 15
- 16 4. **UAS/Model Aircraft** will be in eyesight at all times, utilizing an observer if necessary.
- 17
- 18 5. **UAS/Model Aircraft** will remain well clear of and not interfere with manned aircraft operations.
- 19
- 20 6. The area of use will be restricted to the campus limits or property lines, or other locations with prior,
 21 written approval of the landowner.
- 22
- 23 7. Flights of **UAS/Model Aircraft** shall not be undertaken in adverse weather conditions such as high
 24 winds or reduced visibility.
- 25
- 26 8. Liability insurance for this specific equipment and its conditional use will be in force in order to operate.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Access to Private Facilities</h2>	Descriptor Code: <h3 style="text-align: center;">3.220</h3>	Issued Date: <h3 style="text-align: center;">07/22/21</h3>
		Rescinds:	Issued:

- 1 Students, employees, or teachers may request reasonable accommodations if they desire greater
- 2 privacy when using multi-occupancy restrooms or changing facilities located in the school building or
- 3 when using multi-occupancy sleeping quarters while attending a school-sponsored activity.¹

- 4 Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's
- 5 decision shall be in accordance with state law.¹

- 6 The Director of Schools shall develop an administrative procedure on access to private facilities.

Legal References

1. Public Acts of 2021, Chapter No. 452

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 06/07/07
		Rescinds: 3.300	Issued: 10/07/99

1 *General*

2 All equipment and materials placed in school buildings by any group or organization become the
3 property of the Board. The Board reserves the right to transfer property to other schools if the school in
4 which it was originally placed is discontinued or if there is no longer any need for the equipment or
5 materials where originally placed.

6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
7 establishing a thorough, effective and economical operations and maintenance program and providing
8 adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
11 him/her. In addition, he/she is responsible for the preservation and protection of materials, equipment
12 and supplies not under his/her direct control when such are endangered and when the system employee
13 having direct control is not present or is otherwise unable to act.

Cross Reference:

Inventories 2.702

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies: Leasing and Renting	Descriptor Code: 3.301	Issued Date: 12/01/05
		Rescinds: 3.301	Issued: 10/07/99

1 *Individual Schools*

2 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
3 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.

4 Staff members may borrow school equipment and materials at no cost when such use is related to their
5 employment.

6 Students may borrow school equipment and materials at no cost when used in connection with their
7 studies or extracurricular activities.

8 The general public may rent audio-visual equipment such as movies or public address systems when
9 requested by responsible parties or organizations.

10 Staff members borrowing school equipment for personal use will be subject to the same regulations,
11 including fees, as for non-school usage.

12 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
13 tools), and cleaning and maintenance equipment are not for personal use by anyone.

14 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 10/26/17
		Rescinds: 3.400	Issued: 02/06/97

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

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

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

10 In the event students are on board at the time of an accident (regardless of how minor), the appropriate
11 authorities will be notified and dispatched immediately.

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

14 **TRANSPORTATION SUPERVISOR³**

15 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
16 responsible for the monitoring and oversight of transportation services for the district.

17 The transportation supervisor shall complete a student transportation management-training program
18 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
19 hours of training annually.

20 The director of schools shall ensure that training is completed and provide the state department of
21 education with appropriate documentation.

22 **COMPLAINT PROCESS⁴**

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

25 All complaints shall be submitted to the transportation supervisor; and
26

- 1 1. Forms may be submitted in person, via phone, mail, or email.
- 2 a. Written complaints shall be submitted on forms located on the district's website. In the
- 3 case of a complaint received via phone, the person receiving the phone call shall be
- 4 responsible for filling out the form and submitting it to the transportation supervisor. In
- 5 order to conduct a thorough and proper investigation, all information must be submitted
- 6 on the form including the complainant's name and contact information.

7 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-

8 four (24) hours of receipt.

9 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall

10 submit a preliminary report to the director of schools. This report shall include:

- 11 1. The time and date the complaint was received;
- 12
- 13 2. The name of the bus driver;
- 14
- 15 3. A copy or summary of the complaint; and
- 16
- 17 4. Any prior complaints or disciplinary actions taken against the driver.

18 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall

19 submit a final written report to the director of schools that details the investigation's findings as well as

20 the action taken in response to the complaint.

21 An annual notice of this complaint process shall be provided to parents and students. This information

22 shall be made available in the student handbook and on the district website.

23 **RECORDKEEPING⁵**

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

25 records:

- 26 1. Bus maintenance and inspections forms;
- 27
- 28 2. Bus driver credentials, including required background checks, health records, and performance
- 29 reviews;
- 30
- 31 3. Driver training records; and
- 32
- 33 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Bus Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 07/22/21
		Rescinds: 3.401	Issued: 12/06/07

1 *General*

2 Students who ride school buses shall attend the school designated unless the Board designates an
3 alternate school. If a parent/guardian chooses to send his/her child to another school in the district, the
4 parent/guardian shall provide transportation to and from that school.

5 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus
6 transportation, including the determination of bus stops and the assignment of students. Deleting or
7 establishing new bus routes is the responsibility of the Board.¹

8 Appeals of transportation decisions shall be made to the Director of Schools.

9 Students shall not be in transit to and from school more than one and one-half hours each way. ¹Under
10 no circumstances shall students be transported past their assigned school. Normally, buses will not go
11 on private roads nor will routes be extended for children who live within five-tenths (.5) of a mile of an
12 established bus stop. Exceptions to this standard must be approved by the director of schools.

13 **BUS DRIVER RESPONSIBILITIES**

14 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the
15 policies and procedures related to the transportation program.²

16 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
17 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
18 transporting students.

19 **EXITING THE BUS**

20 No student may exit the bus at a destination other than that student's designated bus stop. The Director
21 shall develop procedures that would allow a student to exit the school bus at an alternative location.

22 1. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
23 unless the student provides the driver with a signed note from the parent, or guardian and
24 approved by school administration informing the driver of the change in the student's bus stop
25 for the day. The driver shall turn the note over to the principal as soon as practical after the
26 completion of the route.³

27 2. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
28 student's designated stop in order to preserve the safety of other student passengers or the driver,

1 the driver may remove the offending student from the bus, provided that the driver secures the
2 safety of the student for the uncompleted trip.

3 3. A driver shall report to school authorities as soon as possible, but no later than the end of the
4 route, any student refusing to obey the driver or exiting the bus without the driver's permission
5 at a point other than the student's destination for that trip.⁴

6 Due to special programming needs of some students, special education students may be bused to special
7 classes throughout the county as determined by each student's IEP team. Also, students assigned to the
8 alternative school may be transported to the alternative school if the cause of the student's placement is
9 not the result of a behavior problem on the school bus.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

Cross References

Bus Safety and Conduct 6.308

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 07/23/20
		Rescinds: 3.402	Issued: 01/24/13

1 SCHOOL BUSES

2 All policies and procedures regarding student and driver conduct shall apply to all extracurricular trips.

3 District owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 The principal will make all transportation arrangements with the ~~Director of Transportation~~
6 [Transportation Supervisor](#).

7 Only qualified bus drivers may drive school buses for extracurricular trips.

8 BOARD-OWNED VEHICLES

9 The Director of Schools shall recommend for board approval a list of vehicles to be assigned to positions
10 requiring full time use. Such use shall be restricted to commuting to and from job-related sites and shall
11 comply with IRS requirement, including implications for reporting taxable income.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 02/24/11
		Rescinds: 3.403	Issued: 12/06/07

1 The principal of each school shall develop and implement a plan to maximize safety of walkers, bikers,
2 and those riding in vehicles. The plan shall emphasize efficiency as well as safety and will be submitted
3 to the director of schools for approval. Each plan will include a sketch (or drawing) showing parking
4 areas, traffic flow, areas for bus loading and unloading, and the location of any safety hazard to be
5 avoided by vehicles and walkers. Parking regulations and dismissal schedule will be developed by the
6 principal and published in the school handbook.

Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspensions 6.316

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Commercial Advertising on School Buses</h2>	Descriptor Code: 3.405	Issued Date: 05/28/20
		Rescinds:	Issued:

1 Commercial advertising may be displayed on the exterior or interior of a school bus and is subject to
 2 the following:¹

- 3 1. The size and location of the advertisement shall be in accordance with state law;¹
- 4
- 5 2. The Director of Schools/designee shall be responsible for the sale and approval of the
- 6 advertisement;
- 7
- 8 3. There shall be no advertising on school buses of tobacco products, alcohol products, political
- 9 campaigns,² or individual food items that cannot be sold to students through vending
- 10 machines;³
- 11
- 12 4. The Board shall decide annually as to the cost of commercial advertising per school bus and/or
- 13 review vendor contract;
- 14
- 15 5. If it is determined that the advertisement shall not be painted on the school bus, it will be
- 16 professionally installed; and
- 17
- 18 6. All contracts for commercial advertising shall comply with state law and board policy, and any
- 19 issues relating to these contracts shall be directed to the Director of Schools.

Legal References

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144, 49-6-2109(e)
3. TCA 49-6-2307

Cross References

Student Transportation Management 3.400

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 02/23/17
		Rescinds: 3.500	Issued: 01/24/13

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system’s food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the board agrees to the following:

- 12 1. Meals/snacks must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.

15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
16 other students during food service.

17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
18 la carte items at school.

19 Procedures for implementing guidelines established by the State Department of Education, School
20 Nutrition Program are on file in the district food service procedures manual.

21 *Students Requesting Modified Meals*

22 The School Nutrition Program shall make reasonable modifications to accommodate children with
23 disabilities. These modifications will be made on a case-by-case basis when supported by a written
24 statement from a licensed healthcare professional who is authorized to write prescriptions under state
25 law.

26 The Director of Schools shall develop procedures for notifying parents/guardians of the process for
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
3 stringent as the current state and federal regulations concerning competitive foods.³

4 *Charging Meals*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
6 charge the meal. ~~If the negative balance reaches \$20.00, the student's teacher will be informed that the~~
7 ~~next meal will be a basic nutritional meal that will be available with the cashier (the meal will consist~~
8 ~~of a sandwich or pocket, fresh vegetable, fresh fruit and milk). So as to not embarrass the child, the~~
9 ~~meal will be provided through the normal food line.~~

10 The Director of Schools shall ensure that this policy is provided in writing to all households at the start
11 of each school year and to households that transfer to the school during the school year.

12 *Collection of Unpaid Meal Charges*

13 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
14 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
15 delinquent debt. The Director shall establish reasonable methods and a time frame for collection of
16 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
17 Upon recommendation of the Director, the board may classify delinquent debt as bad debt, which shall
18 be considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 08/23/18
		Rescinds: 3.600	Issued: 01/23/14

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

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, Director of Schools and employees resulting from discharging their
5 duties, and students participating in work-based learning.¹
- 6 3. Workers' compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board may provide group health insurance for all full-time employees.² The Director of Schools
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the
13 Board makes partial or full payments. The Board shall approve all insurance carriers.

14 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPPA protected
15 information.³

16 **ANNUITIES⁴**

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

19 The addition of a company to the list of Board-Approved companies shall be considered on written
20 request of agents of the company; and

21 Written request for a change in annuity deductions shall be reported to the payroll office on or before
22 the first day of the month in which such change is to be effective.

Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

Cross References

- Payroll Procedures 2.802
Work-Based Learning 4.211

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 02/28/13
		Rescinds: 3.602	Issued: 11/23/09

1 The workers' compensation administrator for the school system shall establish a Medical Panel
2 consisting of at least three (3) general practitioners as required by Tennessee School Boards Workers'
3 Compensation Trust policy.

4 The names of the general practitioners shall be posted in conspicuous places throughout maintenance,
5 transportation, clerical, and professional areas of all schools. Newly hired employees will be advised of
6 the approved Medical Panel during in-processing. Any workers' compensation claimant may choose
7 from any of the general practitioners listed on the Medical Panel for treatment of on-the-job injuries.
8 Any specialized treatment for such injuries must be administered by practitioners or specialists referred
9 by the Medical Panel.

10 Substance abuse screening will be required during the initial examination of any employee seeking
11 treatment for an on-the-job injury/accident. If the screening occurs more than seventy-two (72) hours
12 after the incident, a hair follicle test will be administered. Refusal to submit to this testing or a subsequent
13 positive test result may be grounds for forfeiture of Workman's Compensation benefits, disciplinary
14 action and/or termination of employment.

15 The school system will not pay employees injured on the job amounts above the workers' compensation
16 weekly minimum limit. Workers' Compensation currently pays the maximum as required by statute to
17 employees injured on the job and off work for more than seven (7) days.

Legal References:

1. TCA 50-6-108
2. TCA 50-6-204(b)

Cross References:

- Sick Leave 5.302
Physical Assault Leave 5.307

Cumberland County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Protection Against Injury	Descriptor Code: 3.2011	Issued Date: 12/06/07
		Rescinds: 3.2011	Issued: 01/06/98

1 **BACK PROTECTION**

2 It shall be the responsibility of each employee who lifts objects that could potentially injure his/her back
3 to wear a support belt while lifting and moving objects. The back support belt must be a personal back
4 support similar to the ProFlex 2000 manufactured by Ergodyne Corporation.

5 Each employee shall test each object before the lift to determine if it exceeds the individual's lifting limit.
6 Any object determined to exceed the weight limit for one person or to be of such a shape as to be difficult
7 to lift must be lifted by two employees wearing back support belts.

8 **FOOT AND SLIP PROTECTION**

9 Each employee, including but not limited to cafeteria, custodial, and maintenance personnel, working in
10 areas classified by the system safety coordinator as having potentially slick walking-working surfaces
11 are required to wear slip-resistant soled shoes appropriate for the floor surface.

12 All maintenance personnel and each employee working in areas where there is danger of heavy objects
13 dropping on their feet shall wear shoes with safety toes. These safety-toed shoes must meet the
14 requirements of the American National Standards Institute with an impact classification of C75.

15 The protective shoes must be a type similar to those manufactured and sold by Iron Age Safety Shoe
16 Corporation.

17 **HAND PROTECTION**

18 Appropriate protective gloves must be worn by employees whose work regularly exposes their hands to
19 hazardous substances, cutting, or burning.

20 General duty work gloves (cotton, knit, leather, or cotton-leather combination) shall be worn by
21 employees whose hands are subject to abrasion, friction, roughness, burns, slivers, etc.

22 Heat resistant, forearm length gloves shall be worn for handling hot ware unloaded from any cooking
23 equipment, or any other dealings with hot substances.

24 Rubber gloves shall be worn by all employees handling caustic chemicals, (i.e. acids, dyes). No one
25 material provides adequate protection from all chemicals. Chemical protection gloves should be selected
26 only after identifying the chemicals with which the gloves may come in contact.

1 EYE PROTECTION

2 Employees shall wear appropriate eye protection when machines or operations present hazards of flying
3 objects, chemical splash, glass breakage, sparks, injurious radiation, or combination of these hazards.
4 Suitable eye protections may be provided by protective shield, welding helmets, goggles, and safety
5 glasses. The appropriate form of eye protection must be matched to the hazard.

6 ~~Each supervisor shall require that each employee is trained in proper safety practices and use and care~~
7 ~~of the equipment before using it. Documentation of training must be submitted by the supervisor to the~~
8 ~~system safety coordinator who shall keep it on file for the duration of the employee's employment.~~

9 ~~All protective equipment shall be of safe design and construction for the work to be performed. It shall~~
10 ~~be the responsibility of all employees required to use safety equipment to assure its adequacy, including~~
11 ~~proper maintenance and sanitation of such equipment. Employee supervisors shall inspect the equipment~~
12 ~~at least twice a semester to ensure proper maintenance.~~

13 PRE-EMPLOYMENT PHYSICALS

14 All newly hired employees must take an employment physical to determine his/her physical abilities and
15 past medical history.

16 ~~The purpose of this physical is to ensure the proper job duties are matched to the employee's physical~~
17 ~~ability.~~

18 INJURED EMPLOYEE RE-HIRE

19
20 The school system will not re-hire an injured former employee for the same or similar duties after
21 competent legal authority has determined this former employee to be unable, by reason of on the job
22 injuries, to continue in his or her former position, and permanent disability payments have been
23 negotiated.

24 LIGHT DUTY PROGRAM

25 It shall be the responsibility of the system safety coordinator and [Human Resources](#) Department to
26 implement a "light duty" work program, when practical [and medically necessary](#), to encourage injured
27 employees to return to work as soon as possible.

28 This policy does not supersede any state or federal law to the contrary.

29
30 Each supervisor shall require that each employee is trained in proper safety practices and use and care
31 of the equipment before using it. Documentation of training must be submitted by the supervisor to the
32 system safety coordinator who shall keep it on file for the duration of the employee's employment.

33 All protective equipment shall be of safe design and construction for the work to be performed. It shall
34 be the responsibility of all employees required to use safety equipment to assure its adequacy, including

1 proper maintenance and sanitation of such equipment. Employee supervisors shall inspect the equipment
2 at least twice a semester to ensure proper maintenance.
3

Cumberland County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 01/23/20
		Rescinds: 4.209	Issued: 03/25/19

1 In addition to regular classroom-based instruction, students may earn credit through the following means.

2 **VIRTUAL/ON-LINE COURSES**

3 High school students may also earn a maximum of three (3) units of academic credit to be applied toward
4 graduation requirements by completing on-line courses offered through agencies approved by the Board.

5 Credit from an on-line or virtual course may be earned only in the following circumstances:

- 6 1. The course is not offered at the high school;
- 7 2. Although the course is offered at the high school, the student will not be able take it due to
8 an unavoidable scheduling conflict;
- 9 3. The course will serve as a supplement to extend homebound instruction;
- 10 4. The student has been expelled from a regular school setting, but educational services are to
11 be continued;
- 12 5. The principal, with agreement from the student's teachers and parents/guardians, determines
13 the student requires a differentiated or accelerated learning environment; or
- 14 6. Students taking such courses must be enrolled in the district and take the courses during the
15 regular school day on the school web site.

16 As determined by board policy, students applying for permission to take a virtual course shall complete
17 prerequisites and provide teacher/counselor recommendations to confirm the student possesses the
18 maturity level needed to function effectively in an online learning environment. In addition, the express
19 approval of the principal/designee shall be obtained before a student enrolls in a virtual course. The
20 school must receive an official record of the final grade before credit toward graduation will be
21 recognized.

22 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
23 monitoring of students taking virtual courses.

1 COURSE ACCESS PROGRAM

2 Students in grades seven through twelve (7 – 12) may enroll in the statewide course access program ~~for~~
3 ~~up to two (2) courses per year, which the Local Education Agency must pay for.~~ To be eligible to
4 participate, students shall:

- 5 1. Meet all prerequisite requirements for the course access course; and
- 6 2. Be unable to enroll in a comparable course at the student's school because:
 - 7 a. A comparable course is not offered; or
 - 8 b. A legitimate situation exists that prevents the student from enrolling in a comparable
9 course¹

10 The Director of Schools shall develop administrative procedures to ensure that students and
11 parents(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course
12 enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within five (5)
13 days of a denial.

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

18 OTHER CREDIT OPPORTUNITIES

19 High school students may earn, through other approved agencies to include, but not limited to,
20 correspondence, academic credit to be applied toward graduation requirements. Only two (2) units may
21 be earned during any one (1) school year. Only courses offered by agencies and institutions accredited
22 by official agencies recognized by the Tennessee Department of Education. The express approval of the
23 principal/designee shall be obtained before the course is taken. The principal/designee and the student
24 will agree on a reasonable date for completion of the course(s). The student shall not be allowed credit
25 if the course is not completed by the agreed date. The school must receive an official record of the final
26 grade before a diploma may be issued to the student. Under ordinary circumstances, students or their
27 parents/guardians shall pay for approved courses the student chooses to take.

Legal References

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

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Cumberland County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Parent and Family Engagement	Descriptor Code: 4.502	Issued Date: 07/28/22
		Rescinds: 4.502	Issued: 01/25/18

1 GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT

2 The board is committed to increasing and ensuring the involvement of parents and other family
3 members in the education of students.

4 The board shall implement the following as required by federal or state laws or regulations:¹

- 5 • The school district shall annually work with parents in evaluating and potentially revising the
6 provisions of this policy in improving the quality of schools. Such an evaluation shall strive to
7 identify any barriers to greater participation by parents (with particular attention to parents who
8 are economically disadvantaged, are disabled, have limited English proficiency, have limited
9 literacy, or are of any racial or ethnic minority background).
- 10 • The school district shall provide the coordination, technical assistance, and other necessary
11 support to assist individual schools with planning and implementing parental involvement
12 activities.
- 13 • The school district shall involve parents with the development of required educational or
14 improvement plans.
- 15 • The school district shall coordinate and integrate parental involvement strategies with those
16 associated with other federal or state programs.
- 17 • The school district shall put into operation activities and procedures for the involvement of
18 parents in all of its schools.² Those programs, activities, and procedures will be planned and
19 operated with meaningful consultation with parents.
- 20 • The school district shall ensure that activities and strategies are implemented to support this
21 policy and included in the district plan.
- 22 • The district improvement plan shall include strategies for parental participation in the district's
23 schools, which are designed to improve parent and teacher cooperation in such areas as
24 homework, attendance, discipline, and higher education opportunities for students.
- 25 • The district plan shall include procedures to enable parents to learn about the course of study of
26 their children and have access to all learning materials.
- 27 • The district plan shall identify opportunities for parents to participate in and support classroom
28 instruction in the school. Such opportunities include, but are not limited to, organizing

1 fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer
2 lab, or on the playground, offering after-school clubs, and recycling clothes.

3 • If the school district's plan is not satisfactory to parents, the school district shall submit parental
4 comments regarding the plan to the State Department of Education as required.

5 • The school district shall ensure Title I schools are in compliance with the *Every Student*
6 *Succeeds Act*.

7 The director of schools shall develop and implement any procedures necessary to accomplish the goals
8 of this policy.

9 **SCHOOL LEVEL POLICY**

10 Each school shall submit to the director of schools and board, for review and comment, its Title I
11 school parent involvement policy, which must meet state and federal requirements, including a school-
12 parent compact. This school level policy shall be developed jointly with and distributed to parents of
13 participating students. A copy of these documents shall be retained in the district office and made
14 available on the school's (if applicable) and school system's website.

15 **SUPPORT FOR PROGRAM**

16 If the Title I allocation is \$500,000 or more to the school system, then at least one percent (1%) of that
17 allocation shall be reserved for the purpose of promoting parent involvement. Parents of students
18 participating in the Title I programs shall be consulted on the use of these funds.

19 **FAMILY-SCHOOL PARTNERSHIPS¹**

20 Families and community members should be engaged in the education of students based on the
21 following standards:

- 22 • Families are welcomed into the school community;
- 23 • Families and school staff should engage in regular and meaningful communication about
24 student learning;
- 25 • Families and school staff work together to support student learning and development;
- 26 • Families are informed and encouraged to be advocates for students;
- 27 • Families are full partners in the decisions that affect children and families; and
- 28 • Community, civic, and business resources are made available to strengthen school programs,
29 family practices, and student learning.

30 Schools shall establish and develop programs and practices that enhance family engagement and address
31 the specific needs of students and families. Decisions affecting students, schools, and established school

1 procedures shall always be made within the parameters of legal and Board of Education policies. The
2 programs and practices will be comprehensive and coordinated and will include the following goals:¹

- 3 I. Assist families in developing skills and techniques to support their children's learning.
4
5 II. Promote clear, two-way communication between school and family about school issues,
6 instructional programs, and children's progress.
7
8 III. Identify and reduce barriers to family engagement, including such barriers as those of
9 economic concerns, disabilities, limited English proficiency, limited literacy, or issues
10 related to cultural diversity.
11
12 IV. Inform, involve, and train family members, where appropriate, in voluntary instructional
and support roles at school.
13
14 V. Provide information about community and support services for children and families.
15
16 VI. Include families in decision-making affecting schools and programs when consistent with
17 law and board policy.
18
19 VII. Provide professional development for teachers and staff on ways to work effectively with
parents, families, and volunteers.
VIII. Provide access to the family engagement policy for each family and post the policy in
each school.

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318
2. TCA 49-6-7001

Cross References

English Learners 4.207
Homeless Students 6.503

Cumberland County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Drug-Free Schools	Descriptor Code: 6.307	Issued Date: 12/05/02
		Rescinds: 6.307	Issued: 01/06/98

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a
2 “Drug Free” community, the Board’s plan for dealing with alcohol and drugs¹ shall include the
3 following:

- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered
7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug
9 service providers, law enforcement agencies and judicial officials.

10 Through the use of state guidelines the director of schools shall be responsible for:

- 11 1. Developing and implementing an appropriate curriculum on alcohol and drug education for
12 students;
- 13 2. Providing adequate information and training for all staff personnel as appropriate to their
14 responsibilities;
- 15 3. Implementing the relevant portions of the Drug-Free Youth Act² ;
- 16 4. Developing administrative rules and guidelines for the school system to effectively respond to
17 alcohol and drug situations that may occur at school or school-sponsored events; and
- 18 5. Providing notification to parents and students that compliance with this policy is mandatory.

19 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or
20 alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or
21 at any school-sponsored activity, function or event whether on or off school grounds. This includes but
22 is not limited to abuse of inhalants and prescription drugs.³

23 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this
24 policy. Such sanctions will be consistent with local, state and federal laws, up to and including
25 suspension/expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation
26 program may also be recommended.

27
28 [School disciplinary sanctions will be imposed on students who consume, possess, use, sell, distribute or
29 are under the influence of any non-prescribed drug or intoxicating substance. Such substances may
30 include but are not limited to THC, HHC, or any type of intoxicating substance. Violation of this policy
31 may include suspension for up to one calendar year.](#)
32

- 1 Information about drug and alcohol counseling and rehabilitation programs will be made available
- 2 through the school office.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(d)
2. 20 USCA § 7116; 34 CFR § 86.200
3. TCA 39-17-417; TCA 39-17-715

Cross References:

- Drug-Free Workplace 1.804
Zero Tolerance Offenses 6.309
Suspension/Expulsion/Remand 6.316

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 07/26/18
		Rescinds: 2.404	Issued: 05/23/13

1 Booster clubs and parent organizations are encouraged to promote a positive relationship between the
2 school and the community. The primary purpose of these organizations is to assist and support the
3 school in recognizing and promoting students' activities. The principal is responsible for maintaining
4 close communication with such organizations to ensure the organizations' goals; bylaws and/or
5 constitution accurately reflect the vision and beliefs of the school and are in compliance
6 with board policies. After receiving the recommendation of the principal and Director of Schools, the
7 following criteria will be used in determining if an organization will be recognized (sanctioned) by the
8 Board as a viable booster club or parent organization for the current school year.¹

- 9 1) The organization must be managed or operated by adults, rather than students, and will present its
10 by-laws and/or constitution annually to the principal. The principal, or the principal's designee, will
11 submit said bylaws and/or constitution to the Director of Schools and the Board of Education for
12 approval. These will clearly identify the organization as a parent organization or booster club
13 separate from school district student organizations and will provide details of the structure of the
14 organization including:
- 15 • Officers and their duties
 - 16 • Election of officers and term limits
 - 17 • Purpose and goals
 - 18 • Dues structure, if any
 - 19 • Intended use of funds generated by the organization
- 20
- 21 2) The organization must include one representative from the school faculty as a sponsor.
- 22
- 23 3) A school representative cannot act as a treasurer or bookkeeper for a school support organization,
24 or be a signatory on the checks for a school support organization. A majority of the voting
25 members of any school support organization board should not be composed of school
26 representatives.
- 27
- 28 4) The school support organization shall obtain the approval of the principal and the Director, or the
29 Director's designee, before undertaking any fundraising activity. The principal and the Director, or
30 the Director's designee, shall consider, at a minimum, the following when approving or denying a
31 request by a school support organization to engage in a fundraising activity:
- 32
- 33 a) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
34 school district or an individual school within that district;
- 35

- 1 b) Whether the fundraising activity is consistent with the goals and mission of the school or
2 school district; and
3
- 4 c) No fundraising activities will be conducted within the school by the organization during school
5 hours and students will not participate in fundraising during regular class periods.
6
- 7 5) The organization may not use school materials in advertising its activities. Use of school property
8 by the organization for its activities will meet all regulations established by the Board.
9
- 10 6) All funds raised by the organization will be used to achieve the stated purposes and goals of the
11 organization. No administrative fees or stipends to officers or others will be permitted.
12
- 13 7) The school support organization will be used to achieve the stated purposes and goals of the
14 organization and regulations in its activities.
15
- 16 8) The school support organization shall maintain a copy of its charter, bylaws, minutes, and
17 documentation of its recognition as a nonprofit organization.
18
- 19 9) The school support organization shall maintain financial records for a period of at least four (4)
20 years.
21
- 22 10) The organization must maintain bank, financial, and tax exempt status separate from the school.
23 The organization will provide to the Board, annually or upon request, a complete set of financial
24 records or detailed treasurer's report.
25
- 26 11) Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to
27 school-controlled and/or owned properties, or provide academic achievement awards and other
28 educational recognition to student bodies will be presented to the Board in official session for its
29 consideration, comment, evaluation, approval and sponsorship. This must be done before any
30 public announcement is made.
31
- 32 12) In no manner will board sanctioning of an organization preclude the organization from compliance
33 with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts
34 or services provided to the school should benefit both boys' and girls' activities.
35
- 36 13) No payment to any employee for services on behalf of the school system shall be made from any
37 source other than the Board. Wages may be paid from revenue derived from sources other than
38 taxes, provided the revenue is deposited and salaries are paid through the Board. This includes
39 Booster Clubs, donations or contributions from individual, civic or non-school related sources of
40 funds from individual school activities, such as gate receipts and concessions.
41
- 42 14) The Board reserves the right to revoke the sanctioning of any organization if it is found that the
43 organization's operations and purpose are not consistent with the vision and beliefs of the school
44 and the policies adopted by the Board.

Legal References

1. TCA 49-2-604

Cross References

- Gifts and Bequests 2.401
- Fundraising Activities 2.601
- Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Date last reviewed: January 2005	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 10/07/99
		Rescinds:	Issued:

1 *Central Office*

2 The Director of Schools shall maintain a system of accounting, arranged according to the regulations
3 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
4 receipts and disbursements of the schools.¹

5 *Individual Schools*

6 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
7 funds, such as athletic ticket money, school lunch funds and school class funds.²

8 The Board shall hold each principal responsible for the management of all internal accounts under his/her
9 jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.³

Legal References:

1. TCA 49-2-301(b)(1)(D);TCA 49-3-316(a)(1)
2. TCA 49-2-110(a)
3. TCA 49-2-110(c)(d)

Cross References:

Petty Cash 2.801
Student Activity Funds Management 2.900

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 01/23/20
		Rescinds: 4.100	Issued: 02/06/97

1 *General*

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

5
6 The Board approves the following broad-based instructional goals for students:

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

Legal References

1. 42 USCA § 200e *et seq.*

Cross References

School District Goals 1.700

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 01/23/20
		Rescinds: 4.201	Issued: 02/24/11

1 **General¹**

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

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the size of the career and technical education (CTE) classes in grades nine through twelve (9-12) as
7 long as these class sizes do not exceed the maximum.

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

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 02/26/09
		Rescinds: 4.202	Issued: 02/06/97

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

5 The Board shall develop and periodically update a local plan for providing special education services
6 for disabled students. Specifically, the Board assures that:

- 7 1. All disabled children living within the school system have available to them a free, appropriate
8 public education which emphasizes special education and related services to meet their unique
9 needs; and
- 10 2. The rights of disabled children and their parents are protected.

11 The plan shall aim toward meeting the following objectives:

- 12 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification
13 and evaluation of disabled students.
- 14 2. To use the Individual Education Program (IEP-Team) for reviewing assessment, formulating
15 programming, and determining placement for every disabled student, including review of
16 proposed suspensions when appropriate, in accordance with the State Board of Education *Rules,*
17 *Regulations, and Minimum Standards;*
- 18 3. To ensure that placements are made which educate disabled children with non-disabled to the
19 maximum extent appropriate in the schools these children would normally attend if not disabled
20 and with age-appropriate peers;
- 21 4. To provide each disabled child with an individual educational program (IEP) specifically
22 designed to meet his unique needs;
- 23 5. To provide continuing evaluation of each disabled child's progress, including at least annual
24 review of his IEP and complete re-evaluation at least every three (3) years;
- 25 6. To ensure that procedural safeguards required by state and federal laws are adhered to;
- 26 7. To involve parents of disabled children in a meaningful dialogue with school personnel which
27 will begin with initial referral and continue throughout the student's educational career; and
- 28 8. Adhere to mandated procedures for isolation or restraints of students.⁴

Legal References:

1. TRR/MS 0520-1-3-.09(3)(b)
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.
4. TCA 49-10-1301-1306

Cross Reference:

Special Education Students 6.500

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Special Education Class Size</h2>	Descriptor Code: 4.2021	Issued Date: 10/02/03
		Rescinds:	Issued:

1 Students with disabilities who are placed in the general education classroom shall be provided a free
 2 appropriate public education (FAPE). The instructional needs of **all** students shall be met. Equitable
 3 and educationally sound placement of **all** students, including students with disabilities, shall be
 4 established in every classroom. The state's BEP formula shall be used in determining class size for all
 5 classrooms.

6 To ensure the provisions of a free appropriate public education (FAPE) according to state law and the
 7 Individuals with Disabilities Education Act (IDEA) are being met, our school district proposes the
 8 following:

- 9 1. Education placement decisions for all students, including students with disabilities shall be made
 10 based on the instruction needs of the students;
- 11 2. Provide joint staff development and training for General Education and Special Education teachers
 12 (models, strategies and interventions) for maintaining an inclusive classroom;
- 13 3. Facilitate interactive planning sessions with Special Education and General Education teachers as
 14 well as paraprofessionals regarding each student's IEP;
- 15 4. Training for General Education teachers on modifications and accommodations to the IEP;
- 16 5. All students in the general education classroom should have access to the standard textbooks and
 17 instructional materials used in the class; alternative or supplemental materials are provided as
 18 needed;
- 19 6. Provide resources, supports, supplemental aid and material for students to progress in the general
 20 curriculum and be successful in the general education classroom. (e.g. Assistive technology devices
 21 and services, paraprofessional support, adaptations in the classroom);
- 22 7. Provide the technical assistance needed to General Education teachers in order to address the needs
 23 of individual students; and
- 24 8. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills
 25 necessary to assist students in the general education classroom.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date: 02/24/11
		Rescinds: 4.203	Issued: 02/06/97

1 In keeping with the State Board of Education's endorsement of the Early Admission Program,¹ an
2 academically gifted high school student may complete the twelfth grade at a participating institution of
3 higher learning. The student will earn a year's credit in college at the same time that he earns credit for
4 his/her senior year in high school.

5 To be considered for this program, the student shall:

- 6 1. Earn a cumulative grade average of at least 95.00 through three (3) years of high school;
7
- 8 2. Earn an ACT composite of at least 25;
9
- 10 3. Submit a written request to the high school principal at the end of the eleventh year of school,
11 signed by student and parents;
12
- 13 4. With parents, meet with principal and counselor for consultation;
14
- 15 5. Submit a letter stating educational and vocational goals, his/her plans for attaining them, and
16 ways in which early admission will assist in reaching these goals;
17
- 18 6. Secure the recommendation to the program by the principal, counselor and two classroom
19 teachers;
20
- 21 7. Be accepted into an early admission program by an accredited institution of higher learning; and
22
- 23 8. Not be required to participate in the graduation program.

Legal References:

1. TRR/MS 0520-1-3-.06(4)

Cross Reference:

Enrollment in College Level Courses 4.205

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 07/22/21
		Rescinds: 4.204	Issued: 02/24/11

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 (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

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 and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the May Board meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

- 2 Priority students, as defined by state law, shall not be required to attend summer programs.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 08/26/21
		Rescinds: 4.205	Issued: 10/22/20

1 *General*

2 Students in grades nine through twelve (9-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

- 5 1. Honors Courses: Acceptance will be based on academic history in subject content area, state test
6 scores and available space.
- 7 2. Dual Credit Courses: Determined by the institution awarding credit.
- 8 3. Industry Certification – Aligned Courses: Open to anyone.
- 9 4. Dual Enrollment: Determined by the institution awarding credit.
- 10 5. Advanced Placement: Acceptance will be based on academic history in subject content area, state
11 test scores and available space.

12 The principal of each school shall have the authority to require additional criteria for the enrollment in
13 advanced courses to fit the needs of the students within the school.

14 **NOTIFICATION¹**

15 The Director of Schools and supervisors shall develop a procedure to cover the notification process for
16 enrollment in advanced courses in accordance with Public Acts of 2021. The notification shall state that
17 a student will remain enrolled in the course unless the parent/guardian timely submits a written request
18 for removal. The Director of Schools shall determine the deadline to submit the request for removal.

19 Students may also be removed from an advanced course if the student's teacher determines that the
20 student should be removed based on performance within thirty (30) days of instruction and the principal
21 approves the request to remove the student.

22 **COLLEGE LEVEL COURSES²**

23 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
24 Students who take and pass dual credit enrollment courses at a postsecondary institution shall have their
25 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
26 requirement course.

27 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
28 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
29 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

1 MIDDLE COLLEGE

2 Middle College courses may be offered under this option. Middle College allows high school 11th
3 graders to enter a program that allows them to earn an Associate degree while in high school. The
4 qualifications for Middle College at Roane State Community College (RSCC) are to have made a
5 composite score on the PreACT of 22 or higher and a Math sub score of at least 21. Additionally, the
6 student must meet three of the four college readiness benchmarks (Math-22, Science-23, English-18 and
7 Reading-22). If a 10th grader is interested in Middle College and they do not qualify through the PreACT
8 test, they may take the national ACT or the residual at RSCC.

9 Middle College course work will not be factored in determination of valedictorian and salutatorian.

Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: English Learners	Descriptor Code: 4.207	Issued Date: 02/23/17
		Rescinds: 4.207	Issued: 03/12/08

1 If the inability to speak and understand the English language excludes a student from effective
2 participation in the educational programs offered by the district, the district shall take reasonable actions
3 to provide the student equal access to its programs. Students who are English learners (“EL”) shall be
4 identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from
5 any program or extra-curricular activity based on the student’s surname or EL status.¹

6 The Director of Schools shall evaluate the effectiveness of the district’s language assistance programs
7 to ensure EL students will acquire English proficiency and the ability to participate in the standard
8 instructional program within a reasonable period of time.

9 ENGLISH LANGUAGE INSTRUCTION PROGRAM

10 The Board directs the administration to develop and implement language instruction programs that:²

- 11 1. Appropriately identify EL students in a timely, valid, and reliable manner.
- 12
- 13 2. The building administrator shall ensure that all new and currently enrolled students complete
14 the Home Language Survey.
- 15 3. Determine the appropriate instructional environment for EL students.
- 16 4. Provide EL students with a language assistance program that is educationally sound and proven
17 successful.
- 18 5. Annually assess the English proficiency of EL students and monitor the progress of students in
19 order to determine their readiness for standard instructional program.
- 20 6. Monitor the progress of students that have exited the EL program.

21 PARENTAL NOTIFICATION³

22 Parents of EL students shall be given notice of, and information regarding, the instructional program
23 within the first thirty (30) days of the school year, or within the first two weeks of a student being placed
24 in a language instruction educational program (LIEP). At a minimum, the notice will include the
25 following:³

- 26 1. The reason for identifying the child as an EL student;

- 1 2. The child’s level of English language proficiency, including how the level was assessed, and the
2 status of the child’s academic achievement;
- 3 3. Methods of instruction used in the program, methods of instruction in other available programs,
4 and how they differ;
- 5 4. How the program meets the educational strengths and needs of the student, and how the program
6 will help the student reach English language proficiency and meet academic standards;
- 7 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
8 expected rate of high school graduation;
- 9 6. How the program meets the goals of an EL student with an IEP; and
- 10 7. Information on the parents’ right to withdraw the student from the program or choose another
11 program or method of instruction if available.
- 12 Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Work Based Learning Program</h2>	Descriptor Code: 4.211	Issued Date: 01/25/18
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.

- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.¹

Legal References

1. State Board of Education Policy 2.103

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 09/22/22
		Rescinds: 4.212	Issued: 12/02/21

1 **General**

2 The Cumberland County virtual education program is a course or series of courses offered by a school
3 district to provide students a broader range of educational opportunities through the use of technology.
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in
6 state law.²

7 Virtual education programs³ shall be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
9
- 10 2. Continuity of educational service for students who are homebound;⁴
11
- 12 3. Continuity of educational service for students who are quarantining;⁵
13
- 14 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
18 or staff, or during the administration of end of course examinations or other examinations as
19 allowed by state law.⁷

20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above
22 educational opportunities. The following factors shall also be taken into consideration when
23 determining eligibility:

- 24 1. Attendance;
- 25
- 26 2. Grades;
- 27
- 28 3. Technology survey; and
- 29
- 30 4. Other, as determined by district procedures.

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
7
- 8 2. Students participating in synchronous virtual instruction;
9
- 10 3. Students completing work in a learning management system;
11
- 12 4. Students submitting work via hard-copy or virtual formats; or
13
- 14 5. Other, as determined by district procedures.

15 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

16 A student may be removed from the virtual education program or denied future enrollment in a virtual
17 education program based on disciplinary issues, attendance issues, or poor academic performance.

18 Before a student is removed based on poor academic performance, the following interventions shall
19 occur:

- 20 1. Notification of parent/guardian;
21
- 22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
23 academic performance; and
24
- 25 3. Other, as determined by district procedures.

26 ENROLLMENT AGREEMENT

27 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
28 students from other school districts that want to attend virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/26/21
		Rescinds: 4.213	Issued: 10/22/20

1 The school District shall maintain a program of family life education, which conforms to guidelines
2 established by the State Board of Education.¹

3 A parent/guardian who chooses not to have a student participate in the family life education program
4 shall submit such request in writing to the principal. A student who is excused from the program shall
5 be assigned alternative activities and shall not be penalized academically.

6 **FAMILY LIFE INSTRUCTION**

7 The curriculum for the family life education program shall, in a manner that is age-appropriate and
8 factually and medically accurate, including the following: ²

- 9 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 10
- 11 2. Encourage sexual health by helping students understand how the whole person is affected by
12 sexual activity as well as other risk behaviors;
- 13
- 14 3. Provide information about human reproduction, including conception, birth, and prenatal care,
15 as well as the process of adoption and its benefits;
- 16
- 17 4. Provide information on the family unit and the responsibilities and consequences related to sexual
18 activity, including the challenges of single teen parenting;
- 19
- 20 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
21 activity;
- 22
- 23 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
24 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
25 is the child;
- 26
- 27 7. Provide instruction on the prevention of dating violence;
- 28
- 29 8. Encourage communication between parent(s)/guardian(s) and students; and
- 30
- 31 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.

- 1 The family life education program shall be reviewed annually to assure that the prohibited items of
- 2 instruction, as provided for in state law,³ are not included in curriculum.
- 3 Personnel involved in instruction will conduct such instruction with maturity and discretion. Personnel
- 4 providing family life instruction shall receive training prior to presenting such instruction.

Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304
3. TCA 49-6-1304(b)

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/22/21
		Rescinds: 4.301	Issued: 06/27/19

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

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be
11 the principal's responsibility. Principals shall ensure that school regulations regarding participation in a
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal
13 or his/ her designee must accompany an athletic team on trips. Transportation of teams to athletic
14 games is approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of High School athletics.³ The Director of Schools shall develop a code of conduct for all coaches to
17 follow in order to ensure the health and safety of athletes.⁴

18 The Cumberland County Schools Athletic manual shall regulate the operation and control of Middle
19 School and Elementary Athletics.

20 **INSURANCE & PHYSICAL EXAMINATIONS**

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

26 Prior to participation in interscholastic athletics, every student must complete an annual physical
27 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of
28 the examination, and these records shall be on file in the principal's office.

29 In order to create a drug-free educational and athletic environment and to limit the potential liability
30 for the schools as a result of injury or health problems arising from substance abuse, the Board
31 authorized drug testing for students who participate in extracurricular activities.

1 Students in grades 7 through 12 who desire to participate in extracurricular activities are subject to
 2 random selection for mandatory substance screening. The drug testing program is not punitive, but is
 3 designed to create a safe, drug-free environment for students involved in extracurricular activities and
 4 assist them in getting help when needed.

5 **SCHEDULING CONFLICTS**

6 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
 7 group of students for the purpose of attending the practice of any interscholastic sport during the school
 8 day without written permission from the Board.⁷ This does not prevent regular physical training lessons
 9 in the daily school program.

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

14 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 15 playing conditions of the interscholastic sport.⁴ Severe weather includes, but is not limited to, thunder,
 16 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 17 discussed with all players, coaches, and officials, if applicable.

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

21 **PROHIBITION AGAINST HAZING**

22 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
 23 tolerate hazing activities.⁹

Legal References

1. 34 CFR § 106.41 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-03-.08(2)(b)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232H © TRRMS 0520-01-13.01 (1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 05/28/20
		Rescinds: 4.302	Issued: 10/08/02

1 The Board encourages field trips, excursions and competitions when the experiences are an integral part
2 of the school curriculum and contribute to the Board's desired educational goals.

3 The Director of Schools shall develop procedures for submitting, reviewing and approving requests for
4 field trips, excursions, and competitions. Any request that requires students to travel out of state or stay
5 overnight requires prior Board approval.

6 **INDEPENDENTLY PLANNED TRIPS**

7 Trips privately planned by school district employees, acting outside the scope of their employment, are
8 not authorized by the school district.

9 These trips are not approved by the Board and are not considered a part of the curriculum. Total
10 responsibility for privately planned trips rests with the chaperone(s) as well as with the
11 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:
12

- 13 1. Board funds or resources shall not be used;
- 14 2. School district materials shall not be used;
- 15 3. The Board shall not assume any liability;
- 16 4. Employees are not authorized to act on behalf of the school district;
- 17 5. Recruitment efforts made by an employee shall not occur during the instructional school day;
18 and
- 19 6. Absences caused by participating in privately planned trips shall be considered unexcused.
20
21
22
23
24

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 07/24/14
		Rescinds:	Issued:

1 All classrooms and learning centers shall be equipped with the instructional materials needed to
2 provide quality learning experiences for students.

3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.

6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the Director of Schools.

8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The Director of Schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 02/25/21
		Rescinds: 4.401	Issued: 06/25/12

1 **General**

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

6 **SELECTION**²

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

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

18 **DISTRIBUTION**

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

21 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**³

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

28 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**⁴

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

- 1 Textbooks and instructional materials including, but not limited to teaching materials, handouts, and
- 2 tests that are developed by and graded by their child's teacher shall be available for inspection by
- 3 parents/guardians upon request.

- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2007 (c),(e),(f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B) TRR/MS 0520-01-02-.16(2)

Cross References

- Surplus Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Use of Copyrighted Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.404</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

1 In order to define the fair and reasonable use that employees may make of copyrighted work for
 2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright
 3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
 5 and/or the use of all copyrighted materials;¹
- 6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer software
 8 piracy shall be taught in all computer courses;
- 9
- 10 3. The Director of Schools shall establish specific regulations regarding the copying, distribution
 11 and use of copyrighted materials for instructional purposes; and
- 12
- 13 4. The principal of each school shall establish practices which will enforce this policy at the school
 14 level.

 Legal Reference:

1. Title 17 of the U.S.C.A.

 Cross References:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee-Developed Materials	Descriptor Code: 4.405	Issued Date: 02/06/97
		Rescinds:	Issued:

1 Materials developed as part of regular employment are equally the properties of the school system and
2 the employee.

3 School-owned equipment, including computers, may be used for developing and writing programs that
4 will be used as part of the instructional program or for administrative purposes. The school system shall
5 maintain full use of all educational or administrative materials, software, manuals and related materials
6 developed by school system employees during which time they are being compensated. No other
7 compensation to the school system shall be required.

8 The Director of Schools shall ensure that a contractual agreement shall be executed between the
9 employee and the Board when requested by the Board and/or the employee.

10 Educational materials created by the employee during the employee's leisure hours when the employee
11 is not fulfilling contractual duties to the school system are the property of the employee.

Cross Reference:

Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 06/01/00
		Rescinds: 4.5061	Issued: 10/28/98

1 CONTENT STANDARDS

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation
3 of school and/or District web pages on the Internet. Only those web pages maintained in accordance with
4 Board policy and established procedures shall be recognized as official representations of the District or
5 individual schools. All information on a school or District web page must accurately reflect the mission,
6 goals, policies, program and activities of the school and District. The web page must have a purpose
7 which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for
9 students, parents, and staff in the District;
- 11 2. Public information —intended to communicate information about the schools and District to
12 students, staff, parents, community and the world at large; and
- 14 3. District technology support —intended to provide and respond to instructional and
15 administrative technology needs of students and staff.

16 All material on a school web site shall be either original to the school, in the public domain or posted
17 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
18 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all
19 applicable copyright laws and guidelines.

20 Web sites developed under contract for the school District or within the scope of employment by District
21 employees are the property of the school District.

22 PRIVACY STANDARDS

- 23 1. Because Internet publications are available to the entire world, special care shall be taken to
24 protect the privacy of students and staff. Web pages may not include personally identifying
25 information regarding a student¹ such as: telephone numbers, addresses, names of other family
26 members, names of friends, e-mail addresses, specific location of a student at any given time,
27 grades or any other academic information. No confidential information shall be published on or
28 linked to the web site.
- 30 2. Student work may be published on web pages only with written consent of the student's
31 parent/guardian or the eligible student before each incident of publication. The authoring
32 student shall also sign a copyright consent form.

1 3. Links to student e-mail accounts are prohibited.
2

3 4. Pictures of students may be included only under the following conditions:
4

- 5 ● Individual student pictures may be published on the web site only with written consent of the
6 student's parent/guardian or eligible student.
- 7 ● Pictures of groups of students involved in a school-related activity may be published without
8 consent; however, the students shall only be identified by the group name.
- 9 ● Students shall not be individually identified in pictures unless there is a special reason for
10 doing so, such as recognition for receiving an award. In such cases, the student's
11 parent/guardian or eligible student must give written consent.

12 **ADVERTISING/SPONSORSHIPS**

13 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
14 web administrator, the principal, or the Director of Schools/designee. Guidelines for approval shall be
15 established by the Director of Schools/designee and must be consistent with the board's policies and
16 guidelines used in other school and district publications.

17 **ADMINISTRATIVE PROCEDURES**

18 The Director of Schools shall develop administrative procedures for development of web pages including
19 content, quality and consistency standards and shall designate an individual(s) to be responsible for
20 maintaining the official district web page and monitoring all District web page activity. A building
21 principal shall make such designation for an individual school. Schools or departments who wish to
22 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
23 page.

24 **CONCERNS/COMPLAINTS**

25 As with any instructional materials or publication used by or representing the school or District, the
26 building principal or Director of Schools, respectively, is ultimately responsible for accuracy and
27 appropriateness of the information made available on the web site. Concern about the content of any
28 page(s) created by students or staff should be directed to the building principal or the Director of Schools'
29 office when related to the District web site. If the concern is not resolved, persons who wish to file a
30 formal complaint shall submit a written request for reconsideration of instructional material.

Legal Reference:

1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)

Cross References:

- Reconsideration of Instructional Materials 4.403
- Use of Copyrighted Materials 4.404
- Employee-Developed Materials 4.405

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">School Volunteers</h2>	Descriptor Code: <h3 style="text-align: center;">4.501</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop a volunteer
- 2 program for each school.

- 3 All volunteers must be selected by the principal and approved by the Board and shall serve under the
- 4 supervision and direction of the professional personnel of the school to which they are assigned.
- 5 Volunteers may assist professional personnel in the performance of their teaching and administrative
- 6 responsibilities. They may not teach but may reinforce skills taught by the professional staff. Volunteers
- 7 shall be required to wear appropriate identification badges.

- 8 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
- 9 conducting orientation programs and regular in-service training sessions.

- 10 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
- 11 in the performance of their duties.²

- 12 The Board reserves the right to conduct such background investigations as may be needed.

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

Legal References:

1. TCA 49-6-7001

Cross Reference:

Visitors to the School 1.501

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Homework	Descriptor Code: 4.6011	Issued Date: 02/06/97
		Rescinds:	Issued:

- 1 Homework may be assigned to reinforce and strengthen specific areas of interest and opportunities. All
- 2 homework shall be received by the teacher making the assignment and the appropriate credit given for
- 3 the student's accomplishments.

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 05/28/20
		Rescinds: 4.606	Issued: 08/23/18

- 1 Students who have met all graduation requirements may participate in graduation activities.¹
- 2 Students are expected to participate in all graduation activities, and graduation apparel shall be
3 determined by the administration of each school and shall be the personal expense of each student. Any
4 fees required for graduation ceremonies shall be waived for students who are eligible to receive free or
5 reduced-price lunches, and in such cases, the school shall assume responsibility for payment of fees.²
- 6 Graduation ceremonies shall be physically accessible to all students, their parent(s)/guardian(s), and
7 other interested citizens.³
- 8 Students who do not wish to participate in graduation activities shall notify the school principal in writing
9 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
10 diplomas or certificates from the principal's office within one (1) week of the day of graduation.
- 11 Graduation activities organized by District employees shall not be religious in nature.⁴ The content of
12 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the
13 school, employees, or Board.
- 14 The Director of Schools shall develop procedures to ensure that students are recognized at graduation
15 ceremonies for the following achievements.⁵
- 16 ● Honors;
 - 17 ● State Honors;
 - 18 ● State Distinction;
 - 19 ● District Distinction;
 - 20 ● Tri-Star Scholar;
 - 21 ● Student receiving a TN Seal of Bi-literacy;
 - 22 ● Students voluntarily completing at least ten (10) hours of community service each semester the
23 student is in attendance at a public high school;
 - 24 ● Students receiving a gold or platinum medal on National Career Readiness Certificate;
 - 25 ● Students graduating with a district-developed work ethic distinction; and
 - 26 ● Middle College

Legal References

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

Cross References

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

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluations of Instructional Programs	Descriptor Code: 4.702	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The purposes of evaluation of instruction will be:

- 2 1. To indicate instructional strengths and weaknesses;
- 3
- 4 2. To provide information needed for future planning;
- 5
- 6 3. To provide data for public information;
- 7
- 8 4. To show the relationship between achievement and the school system's stated goals; and
- 9
- 10 5. To assess the suitability of the instructional program in terms of community requirements.

11 A continuing evaluation will be conducted at the school and system-wide level. The needs indicated by

12 this evaluation will be listed on a priority basis and school improvement programs will be aimed at

13 meeting these needs. Supervisors of the various instructional programs will report to the Board annually.

Cross References:

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Controversial Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.801</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

- 1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
- 2 in an activity. A written request detailing the parents objections must be submitted to the principal. If
- 3 the principal determines the objection to have merit, a suitable alternative will be provided.

- 4 No student who is granted such a request shall be penalized academically for his/her failure to participate
- 5 in an activity, read a book or use certain materials.

- 6 The final decision concerning the use of controversial materials shall rest with the Board.

Legal Reference:

1. TCA 49-6-1001

Cross References:

- Textbook Selection, Distribution and Care 4.401
- Selection of Instructional Materials 4.402
- Reconsideration of Instructional Materials 4.403
- Use of the Internet 4.406
- Web Pages 4.407

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 07/24/14
		Rescinds:	Issued:

1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.^{1,2,3,5}

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the District are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 SCHOOL SPONSORED EVENTS ⁴

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26
27 2. There is an appropriate method of selecting student speakers, which is based on neutral criteria.

1

2

3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

4

5

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

6

7

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

8

9

10

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

Cross References

- Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date: 07/24/14
		Rescinds:	Issued:

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

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

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

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from
9 discrimination based on the religious content of their submissions. These assignments shall be judged by
10 ordinary academic standards of substance and relevance and against other legitimate academic concerns. A
11 student shall not be penalized or rewarded on account of the religious content of the student's work.¹

12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows: ³

14 1. The several holidays throughout the year which have both a religious and a secular basis may be
15 observed in the public schools; ⁴

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner
20 and as a traditional part of the cultural and religious heritage of the particular holiday;

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
23 the holiday and are temporary in nature; and

24 5. The school District's calendar shall be prepared so as to attempt to minimize conflicts with
25 religious holidays of all faiths. All students and staff members shall be tolerant of the views of others.
26 Students and staff members shall be excused from participating in practices which are contrary to their
27 religious beliefs.²

Legal References

1. TCA 49-6-1804
2. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
3. Florey v. Sioux Falls, 619 F. 2d 1311 (1980);
Washegesic v. Bloomindale Public Schools 813 F. Supp. 559 (1993)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Prayer and Period of Silence</h2>	Descriptor Code: <h3 style="text-align: center;">4.805</h3>	Issued Date: <h3 style="text-align: center;">02/06/97</h3>
		Rescinds:	Issued:

1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school-
 2 directed activity¹, but a period of silence ² may be observed.

3 The principal will develop a procedure that at the beginning of each school day students are called to
 4 order and announce a moment of silence is to be observed. No other action shall be taken by a teacher
 5 other than to maintain silence for the full time.

Legal References:

1. *Lee v. Weisman*, 505 U.S. 112 S. Ct.2649, 120 L. Ed.2d 467 (1992)
2. TCA 49-6-1004

Cross Reference:

Student Equal Access 4.802

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 04/23/15
		Rescinds: 5.310	Issued: 12/18/14

1 VACATIONS

2 All non-certified personnel employed on a 260-day basis shall earn 7 vacation days per year. Vacation
3 days will be increased by 5 days per year on the 2nd, 4th, and 7th year of employment, to a maximum of
4 20 days. A total of 5 vacation days may be carried over into the next fiscal year. The time of vacation
5 must be approved by the Director of Schools and immediate supervisor.

6 HOLIDAYS

7 Non-certified personnel employed for 260 day basis, if on active payroll at the time, shall be entitled to
8 the following paid holidays:

- 9
- 10 New Year's Eve
 - 11 New Year's Day
 - 12 Good Friday
 - 13 Memorial Day
 - 14 4th of July
 - 15 Labor Day
 - 16 Thanksgiving (2)
 - 17 Christmas Eve
 - 18 Christmas Day

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

Legal References

1. TCA 5-23-101; 104

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Corporal Punishment</h2>	Descriptor Code: 6.314	Issued Date: 08/23/18
		Rescinds: 6.314	Issued: 08/27/15

1 Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner
 2 against any student for good cause in order to maintain discipline and order within the public schools
 3 in accordance with the following guidelines.¹

- 4 1. Corporal punishment may be administered only after other less stringent measures have failed,
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
- 7 2. The instrument to be used in administering corporal punishment shall be approved by the
 8 principal;
- 9 3. Corporal punishment shall be reasonable;
- 10 4. Corporal punishment shall be administered in the presence of another professional employee;
- 11 5. The nature of the punishment will be such that it is in proportion to the gravity of the offense,
 12 the apparent motive and disposition of the offender, and the influence of the offender's
 13 example and conduct on others;
- 14 6. If a student has a disability, corporal punishment shall be administered only when the school
 15 has received written parental permission. The parental permission must include the type of
 16 corporal punishment that is allowed and the circumstances under which it is permitted. This
 17 information will be kept on file at the school. It may be revoked at any time; and
- 18 7. The principal shall notify the parent/guardian any time corporal punishment is used.

19 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 20 misconduct, the type of corporal punishment administered, the name of the person administering the
 21 punishment, the name of the witness present and the date and time of punishment.

22 Disciplinary records shall be filed in the school office and made available to parents/guardians or
 23 students, whichever is appropriate. A copy of the report shall be sent home to parents/guardians.

24 In order to be excluded from corporal punishment, it is the responsibility of the parent/guardian to
 25 obtain an exclusion form and submit it to the principal of the school within two weeks of enrollment.

26 If corporal punishment is refused, an appropriate alternate discipline will be assigned as deemed
 27 appropriate by the administration.

28 The Director of Schools shall develop administrative procedures to implement this policy, including
 29 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 09/26/19
		Rescinds:	Issued:

1 **General**

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school District shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school District on relocation.

10 Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency
11 within the school District.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absence.

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203



THIRD PARTY FACILITY CONSTRUCTION/ALTERATION PROCEDURE

Cumberland County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for request and approval of construction/alterations to CCS facilities, grounds, and/or property by a third party.

2.0 RESPONSIBILITY:

- 2.1 Operations Director
- 2.2 Principals/Site Supervisors
- 2.3 Maintenance Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 BOE
- 3.2 Director of Schools

4.0 DEFINITIONS:

- 4.1 CCS: Cumberland County School System
- 4.2 Third party: Project not initiated by CCS BOE or Maintenance
- 4.3 BOE: Board of Education

5.0 PROCEDURE:

- 5.1 A proposal with the project description must be submitted to the CCS Building and Grounds Committee and Maintenance Supervisor for review before any construction/alteration takes place. The proposal must include the following:
 - 5.1.1 Letter from the building principal or site supervisor, where there is no principal, requesting alteration to facility or campus, and describing the proposed use of new structure or alteration to existing structure to include:
 - 5.1.1.1 A drawing of the proposed structure or modification with overall dimensions and site location map,
 - 5.1.1.2 Purpose of the project,
 - 5.1.1.3 Timeline of the project,
 - 5.1.1.4 Financing of the construction,
 - 5.1.1.5 Maintenance plan for the finished project, and a
 - 5.1.1.6 Certificate of Incorporation of the group, if applicable.
- 5.2 The proposal is reviewed for utility conflicts, and their effect on CCS systems to ensure



**THIRD PARTY FACILITY
CONSTRUCTION/ALTERATION PROCEDURE**

Cumberland County School System
that the project meets overall goals of the school system and future plans for the site.

DRAFT

THIRD PARTY FACILITY CONSTRUCTION/ALTERATION PROCEDURE

Cumberland County School System

- 5.2.1 If proposal does not include 5.1.1.1 through 5.1.1.6, and/or there are utility conflicts, and/or it does not meet overall goals of CCS and/or future plans for the site, the proposal is returned to the requestor with an explanation.
- 5.3 If proposal is approved by Maintenance Supervisor, a project recommendation letter from the Maintenance Supervisor is attached to the packet and forwarded through the Operations Director to the Director of Schools. The Director of Schools will forward to the Building and Grounds Committee for consideration then the proposal is returned to the Maintenance Supervisor.
- 5.3.1 If the proposal is accepted by the BOE then a "Conditional Approval" is issued by the Operations Director and a copy is provided to the Maintenance Supervisor.. A "Conditional Approval" is not issued in every case. The issuance of a "Conditional Approval" depends on the scope of the project and the level of complexity and may not be required when all of the following requirements can be met. The third party may proceed in obtaining the following requirements:
- 5.3.1.1 Plans must be designed by a licensed architect or engineer, if building will be used for graded activities or construction cost will be greater than \$25,000, or if the area will exceed 5,000 square feet.
- 5.3.1.2 Maintenance Supervisor is provided a copy of any and all plans.
- 5.3.1.3 Building design must follow Tennessee Fire Regulations, Building Codes and Disabilities Act guidelines (ramps, door sizes, etc.).
- 5.3.1.4 Building space will be adequate to the number of people it will serve, and for the types of activities.
- 5.3.1.5 If the construction or modification is not performed by a licensed contractor then the parties performing the work are required to sign a waiver indemnifying and holding CCS harmless and provide a copy of an adequate insurance policy, adequacy to be determined by the Maintenance Department, that covers damages to existing structures, accidents, and personal injuries during construction **and/or**;
- 5.3.1.6 Construction must be performed by licensed and insured contractor unless authorized by 5.3.1.5.
- 5.3.1.7 Finance Controller Director is notified.
- 5.3.2 If the proposal is not accepted, it is returned to requestor with explanation.
- 5.4 If requirements are met, the proposal goes on for final review by both the Operations Director and the Maintenance Department and other agencies as required.
- 5.4.1 When required, the proposed project is submitted by the designer to the Tennessee State Fire Marshall or other governing agencies for review and approval.



THIRD PARTY FACILITY CONSTRUCTION/ALTERATION PROCEDURE

Cumberland County School System

5.4.2 Once approved, the contracted party may obtain a building permit and a "Final Approval and Notice to Proceed" is issued by the Maintenance Department.

5.4.3 If requirements are not met, proposal goes back to requestor for revisions.

5.5 An agreement between CCS and the proposing group is signed.

5.5.1 If disapproved, proposal goes back to group for revisions and notification is made to the Maintenance Supervisor.

5.6 Upon completion, structure must pass Fire Safety Inspection and any other building inspections required from the city or county. It is the responsibility of the contracted party to ensure compliance and provide proof to CCS.

NOTE: In the event that a contracted party has begun construction on a project and is unable to complete the project for any reason within the time frame agreed upon, or does not meet the requirements as per approved design, CCS Maintenance Department possesses the right to remove, demolish, or take any other action the Maintenance Department deems appropriate. Exceptions to this procedure can only be approved by the Director of Schools and the Building and Grounds Committee.

6.0 PERFORMANCE MEASURES:

6.1 Number of contracted party projects completed per school, per year.

7.0 INTERACTIONS:

7.1 Schools, PTO's, TN Fire Marshall, Contractors, Maintenance Department, booster clubs, athletic associations, and any other persons having a vested interest in the project.

8.0 ASSOCIATED DOCUMENTS:

8.1 Purchasing

8.2 Formal Bid Procedure

8.3 Purchasing and Payment

8.4 CCS Construction/Alteration Agreement

8.5 CCS Contracted Party Waiver

8.6 Project Proposals

8.7 Insurance Policy

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inspection Records	Maintenance	Indefinitely	Permanent	Secured building



THIRD PARTY FACILITY CONSTRUCTION/ALTERATION PROCEDURE

Cumberland County School System

Construction/ Alteration Agreement	Maintenance	Indefinitely	Permanent	Secured Building
Third Party Waiver	Maintenance	Indefinitely	Permanent	Secured Building
Insurance Policy	Maintenance	Indefinitely	Permanent	Secured Building

10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/1/2022		Initial Release

DRAFT



**THIRD PARTY FACILITY
CONSTRUCTION/ALTERATION PROCEDURE**
Cumberland County School System

11.0 FLOWCHART:

11.1 A flowchart detailing this process can be found below.

*****End of procedure*****

DRAFT

**THIRD PARTY FACILITY
THIRD PARTY FACILITY CONSTRUCTION/ALTERATION AGREEMENT
CONSTRUCTION/ALTERATION PROCEDURE**

Cumberland County School System
I/we the undersigned have read, understand, and agree to follow Procedure.

THIRD PARTY

Project Supervisor Signature

Date

Contractor/Installer Signature

Date

RECOMMENDATIONS

CCS STAFF

Administrator / Site Supervisor or Designee Signature

Approval: Disapproval:

Date

Maintenance / Signature

Approval: Disapproval:

Date

Deputy Director / Signature

Approval: Disapproval:

Date

/ Signature

Approval: Disapproval:

Date

DIRECTOR OF SCHOOLS APPROVAL/DISAPPROVAL

This project is Approved: Disapproved:

Director / Signature

Date

**THIRD PARTY FACILITY
CONSTRUCTION/ALTERATION PROCEDURE
WAIVER, RELEASE, ASSUMPTION OF RISK, AND INDEMNIFICATION**

In consideration of me being permitted to participate in any way with the “Activities” involved in construction or modification as detailed in the Cumberland County School System (Hereinafter “CCS”), on property owned, leased, or under general supervision of CCS, I agree:

1. I understand the nature/dangers of **any activities** surrounding or having to do with the construction/modification and believe that I am qualified to participate in such Activity. I further acknowledge that I am aware the activities will be conducted on grounds open to the students and employees of CCS during the Activity. I further agree/warrant that if at any time I believe conditions to be unsafe, I will immediately cease further participation in the Activity.
2. I FULLY UNDERSTAND that: (a) **Construction Type** Activities surrounding the construction/modification of facilities on CMCSS property may involve risks and dangers of **SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH** (“Risks”); (b) these Risks and dangers may be caused by my own actions, or inaction’s, the actions or inaction’s of others participating in the Activity, the condition in which the Activity takes place. Or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES, INCLUDING PROPERTY DAMAGE, PERSONAL INJURY AND DEATH incurred as a result of my Participation in the Activity.
3. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE CUMBERLAND COUNTY SCHOOL SYSTEM, their unions, clubs (sports and otherwise), respective administrators, board members, faculty, agents, officers, volunteers, and employees, other participants, and if applicable, any county employees, sponsors or advertisers.(each considered one of the “Releasees” herein) from all liability, claims demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “Releasees” or otherwise, including negligent rescue operations and further agree that if, despite this release, I or anyone on my behalf makes a claim against any of the Releasees named above, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE OR COSTS ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

THIRD PARTY FACILITY

~~I HAVE READ AND UNDERSTAND THE TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY TENNESSEE LAW AND ANY OTHER APPLICABLE LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.~~

Signature

Print Name

Date

Project and Location

PARENTAL CONSENT AND INDEMNIFICATION AGREEMENT

I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such "activity". I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage or cost any Releasees may incur as the result of any such claim.

Signature

Print Name

Date

Project and Location

Parent's Signature
(If under 18)

Parent's Print Name

Phoenix School Proposed Awning Rendering



Taylor Street

School Entrance

Proposed Awning

Yvonne Ave

RESOLUTION # _____ -

**Cumberland County, Tennessee
General Program School Fund**

WHEREAS, the General budget requires revision to reallocate resources from our miscellaneous refunds to our BOE travel Account. The general budget received \$10,000 from ESSER 3 funds designated for indirect cost.

WHEREAS, the \$10,000 below will be utilized to fund additional training for Board of Education members.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023, that the following budget amendment be adopted:

General Budget Amendment

Increase Revenue:

141-44170	Miscellaneous refunds	<u>\$10,000.00</u>
Total Increase in Revenues		\$10,000.00

Increase Expenditures:

141-72310-355	Board of Education Travel Expense	\$10,000.00
Total Increase in Expenditures		<u>\$10,000.00</u>

SPONSORED BY:

APPROVED BY:

BOE Member
ATTEST:

Director of Schools

Chairman of the Board
Ayes: _____ Nays: _____ Abstain: _____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain: _____

BOE Approved: No Commission Action Needed
AMENDMENT # _____
Cumberland County, Tennessee
General Purpose School Fund

WHEREAS, the longevity pay was not included in the initial budget for Clerical Personnel.

WHEREAS, the In-Service/Staff Development budget will decrease to cover the amount.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this ____ day of _____, 2023, that the following budget amendment be adopted:

General Purpose Clerical Personnel Budget Amendment

Decrease Expenditures:		
141.72230.524	CTE Program-- In-Service/Staff Development	\$ 1,475.76
	Total Decrease:	
Increase Expenditures:		
141.72230.162	CTE Program – Clerical Personnel	\$ 1,475.76
	Total Increase:	

SPONSORED BY:

BOE Member

APPROVED BY:

Chairman of the Board

ATTEST:

Director of Schools

Ayes: _____ Nays: _____ Abstain: _____

BOE APPROVED: NO COMMISSION ACTION REQUIRED

Amendment # _____
Cumberland County, Tennessee
General Purpose School Fund

WHEREAS, the CTE General Funds required a revision to account for an increase in Instructional Supplies and Materials due to additional CTE Middle School Teachers and increased cost of supplies.

WHEREAS, the Building Construction line will decrease to cover the amount.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this ____ day of _____, 2022, that the following budget amendment be adopted:

General Purpose Budget Amendment

Decrease Expenditures:

141-71300-706	Building Construction – CTE Instruction	\$ 10,000.00
	Total Decrease:	\$ 10,000.00

Increase Expenditures:

141-71300-429	Instructional Supplies and Materials– CTE Instruction	\$ 10,000.00
	Total Increase:	\$ 10,000.00

SPONSORED BY:

BOE Member

APPROVED BY:

Chairman of the Board

ATTEST:

Director of Schools

Ayes: __ Nays: __ Abstain: _____

RESOLUTION # _____
Cumberland County, Tennessee
General Purpose School Fund

WHEREAS the school district has been awarded the following state grant that was not included in the original Fund 141 School Budget: Middle School STEM Start-Up & Expansion Grant. Whereas the grant will provide additional money to all elementary school CTE STEM programs.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this ___ day of _____, 2022, and by the Cumberland County Commission meeting on this ___ day of _____, 2022, that the following budget amendment be adopted:

STATE GRANT: Middle School STEM Start-UP & Expansion Grant

Increase Revenues:			
44170	State – Middle School STEM		\$10,000.00
		Total Increase:	\$10,000.00

Increase Expenditures:			
141-71300-730	CTE Instruction Equipment		\$10,000.00
		Total Increase:	\$10,000.00

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST: _____
Director of Schools

Ayes: __ Nays: __ Abstain: _____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote: Ayes: __ Nays: __ Abstain: __

Middle School STEM Start-Up & Expansion Grants 2023 Recipients

School District	School Name	Award Amount
Bradley County Schools	Lake Forest Middle School	\$9,995.50
	Ocoee Middle School	\$9,995.50
Carter County Schools	Carter County Schools	\$10,000.00
Cumberland County Schools	Cumberland County Middle School	\$10,000.00
Decatur County Schools	Decatur County Middle School	\$10,000.00
Elizabethton City Schools	T.A. Dugger Junior High School	\$10,000.00
Fentress County Schools	Fentress Middle School	\$10,000.00
Grainger County Schools	Rutledge Middle School	\$9,000.00
	Washburn Middle School	\$9,000.00
Hamblen County Schools	Lincoln Heights Elementary	\$6,584.20
	West View Middle School	\$10,000.00
Knox County Schools	Farragut Middle School STEM	\$10,000.00
	Carter Middle School STEM	\$10,000.00
	Gresham Middle School STEM	\$10,000.00
	Halls Middle School	\$10,000.00
Lenoir City Schools	Lenoir Middle School	\$10,000.00
Macon County Schools	Macon County Junior High	\$10,000.00
	Red Boiling Springs Elementary	\$10,000.00
Manchester County Schools	Westwood Middle School	\$9,093.00
Maury County Schools	Maury County Middle School	\$10,000.00
McMinn County Schools	McMinn County Middle School	\$10,000.00
McNairy County Schools	Adamsville Elementary	\$10,000.00
	Bethel Springs Elementary	\$10,000.00
	Michie Elementary	\$10,000.00
	Ramer Elementary	\$10,000.00
	Selmer Middle School	\$10,000.00
Oak Ridge County Schools	Jefferson Middle School	\$10,000.00
	Robertsville Middle School	\$10,000.00
Overton County Schools	Wilson Elementary	\$10,000.00
	Hilham Elementary	\$9,980.79
	Allons Elementary	\$9,675.51
	Rickman Elementary	\$9,531.62
	Livingston Middle School	\$10,000.00
Polk County Schools	Copper Basin STEM	\$10,000.00

Putnam County Schools	Algood Middle School	\$4,500.00
	Avery Trace Middle School	\$10,000.00
Roane County Schools	Rockwood Middle School	\$8,028.75
	Midway Middle School	\$7,321.96
	Cherokee Middle School	\$9,505.00
Sullivan County Schools	Sullivan East Middle School	\$10,000.00
	Sullivan Central Middle School	\$10,000.00
	Sullivan Heights Middle School	\$10,000.00
Union County Schools	Horace Maynard Middle School	\$7,790.00
Washington County Schools	Gray Elementary	\$10,000.00
	South Central Elementary	\$10,000.00
	Ridgeview Elementary	\$10,000.00
	West View Elementary	\$10,000.00
	Boones Creek Elementary	\$10,000.00
	Jonesborough Middle School	\$10,000.00
Williamson County Schools	Brentwood Middle School	\$9,999.39
	Millcreek Middle School	\$9,999.39
	Grassland Middle School	\$9,999.39

Middle School CTE Start-Up & Expansion Grants 2023 Recipients

School District	School Name	Award Amount
Alcoa City Schools	Alcoa Middle School	\$10,000.00
Cannon County Schools	Cannon Middle School	\$10,000.00
Fentress County Schools	Fentress Schools	\$10,000.00
Giles County Schools	Bridgeforth Middle School	\$9,700.00
	Minor Hill Middle School	\$9,700.00
	Richland Middle School	\$9,700.00
	Elkton Middle School	\$9,700.00
Hawkins County Schools	Bulls Gap School	\$9,571.84
	Church Hill Middle School	\$9,571.84
	Clinch School	\$9,571.84
	Rogersville Middle School	\$9,571.84
	Surgoinsville Middle School	\$9,571.84
Knox County Schools	Gresham Middle School	\$10,000.00
	Carter Middle School Career	\$10,000.00
	Halls Middle School	\$10,000.00
	Bearden Middle School	\$ 10,000.00

	Karns Middle School	\$10,000.00
	Farragut Middle School	\$10,000.00
	Powell Middle School	\$ 10,000.00
	South Doyle Middle School	\$ 10,000.00
Monroe County Schools	Madisonville Middle School	\$5,820.00
	Plains Middle School	\$5,350.00
	Vonore Middle School	\$ 5,350.00
	Coker Creek Middle School	\$364.94
	Rural Vale Middle School	\$2,255.00
Rutherford County Schools	Rutherford County	\$4,202.91
Smith County Schools	Smith County Middle School	\$9,997.95
Sullivan County Schools	Sullivan Central Middle School	\$10,000.00
	Sullivan Heights Middle School	\$10,000.00

High School School-Based Enterprise Start-Up Grants 2023 Recipients

District Name	School Name	Total Award
Bledsoe County Schools	Bledsoe County High School	\$13,139.00
Lenoir City Schools	Lenoir City High School	\$19,947.91
Macon County Schools	Red Bolling Springs High School	\$20,000.00
McMinn County Schools	McMinn County High School	\$19,347.00
Overton County Schools	Livingston Academy	\$9,310.00
Perry County Schools	Perry County High School	\$14,450.00
Tennessee Public Charter Schools Commission	Ivy Academy Chattanooga	\$19,554.00

RESOLUTION # _____
Cumberland County, Tennessee
General Program School Fund

WHEREAS, the General budget requires revision to reallocate funds to cover changes in staff and the positions that can not be filled.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023 that the following budget amendment be adopted:

General Budget Amendment

Decrease Expenditures

141-71200-117	Career Ladder Program	\$5,223.94
141-72220-336	Maintenance & Repair Services	\$1,199.00
141-72220-355	Travel	\$6,433.92
Total Decrease in Revenues		\$12,856.86

Increase Expenditures:

141-71200-189	Other Salaries and Wages	\$1,826.30
141-71200-198	Non-Certified Substitute Teacher	\$10,506.32
141-72220-117	Career Ladder Program	\$524.24
Total Increase in Expenditures		\$12,856.86

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: ____ Nays: ____ Abstain: ____

Director of Schools

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:
Ayes: ____ Nays: ____ Abstain: ____

RESOLUTION # _____ -

Cumberland County, Tennessee
ARP IDEA Program School Fund

WHEREAS, the Federal 902 ARP budget requires revision to reallocate funds. Additional funds needed for Demo of wood chips for installation of Turf Grass on CDC playground at Homestead.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Decrease Expenditures

142-902-71200-725	Special Education Equipment	\$	5,000.00
Total Decrease Expenditures		\$	5,000.00

Increase Expenditures

142-902-72220-790	Other Equipment	\$	5,000.00
Total Increase Expenditures		\$	5,000.00

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: _____ Nays: _____ Abstain: _____

Director of Schools

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain: _____

RESOLUTION # _____ -

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal BBLC budget requires revision to reallocate funds that will not be used for updating the BBLC playground this year.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Decrease Expenditures

142-891-71200-336	Maintenance and Repair Service-Equipment	\$	13,700.00
Total Decrease Expenditures		\$	13,700.00

Increase Expenditures

142-891-71200-499	Other Supplies and Materials	\$	11,200.00
142-891-72220-355	Travel	\$	500.00
142-891-72220-524	Staff Development	\$	2,000.00
Total Increase Expenditures		\$	13,700.00

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Director of Schools

Ayes: _____ Nays: _____ Abstain: _____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain: _____

RESOLUTION # _____ -

Cumberland County, Tennessee
Federal Program School Fund

WHEREAS, the Federal 901 budget requires revision to reallocate funds. We were notified on Jan 17th that IDEA B was allocated an additional \$180,789.00.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Increase Revenue

142-901-47143	Additional Allocation	\$	180,789.00
---------------	-----------------------	----	------------

Increase Expenditures

142-901-71200-171	Speech Pathologist	\$	27,323.63
142-901-71200-201	Social Security (7.65%)	\$	2,090.26
142-901-71200-204	State Retirement (8.69%)	\$	2,374.42
142-901-71200-206	Life Insurane	\$	47.50
142-901-71200-207	Medical Insurance	\$	4,296.00
142-901-71200-208	Dental Insurance	\$	180.00
142-901-71200-210	Unemployment Compension	\$	52.50
142-901-72220-189	Other Salaries & Wages	\$	58,598.96
142-901-72220-201	Social Security (7.65%)	\$	3,659.68
142-901-72220-204	State Retirement (8.69%)	\$	4,157.21
142-901-72220-206	Life Insurane	\$	95.00
142-901-72220-207	Medical Insurance	\$	8,592.00
142-901-72220-208	Dental Insurance	\$	360.00
142-901-72220-210	Unemployment Compension	\$	105.00
142-901-72220-312	Contracted Services	\$	48,856.84
142-901-72220-355	Travel	\$	20,000.00
Total Increase Expenditures		\$	180,789.00

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: _____ Nays: _____ Abstain: _____

Director of Schools

Sponsor: _____

County Commissioner

Approval: _____

County Mayor

Attest: _____

County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain: _____

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal 911 budget requires revision to reallocate funds. We were notified on Jan 17th that IDEA B Preschool was allocated an additional \$2861.00.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 26th day of January 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Increase Revenue

142-911-47145	Additional Allocation	\$	2,861.00
---------------	-----------------------	----	----------

Increase Expenditures

142-911-71200-725	Special Education Equipment	\$	2,861.00
-------------------	-----------------------------	----	----------

Total Increase in Expenditures		\$	2,861.00
--------------------------------	--	----	----------

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Director of Schools

Ayes: _____ Nays: _____ Abstain: _____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:

Ayes: _____ Nays: _____ Abstain: _____

**Cumberland County Finance
Summary Financial Statement
December 2022**

DRAFT / PRELIMINARY

Printed: 01/17/23

141 General Purpose School		Year-To-Date					Month-To-Date				
Account	Description	Budget Estimate	Total	Actual	Encumbered	% of Budget	Budget	Total	Actual	Encumbered	% of Avg
							Estimate				
Revenues											
40110	Current Property Tax	2,818,910.00	1,560,316.94	1,560,316.94	0.00	55.35%	234,909.17	869,847.24	869,847.24	0.00	370.29%
40120	Trustee's Collections - Prior Year	220,379.00	127,356.48	127,356.48	0.00	57.79%	18,364.92	9,432.47	9,432.47	0.00	51.36%
40130	Cir Clk/Clk & Master Collections-Pr Yr	97,098.00	44,606.25	44,606.25	0.00	45.94%	8,091.50	8,000.98	8,000.98	0.00	98.88%
40140	Interest And Penalty	100,108.00	39,867.80	39,867.80	0.00	39.82%	8,342.33	6,299.82	6,299.82	0.00	75.52%
40210	Local Option Sales Tax	15,683,100.00	6,569,783.30	6,569,783.00	0.00	41.89%	1,306,925.00	1,289,256.26	1,289,256.26	0.00	98.65%
40270	Business Tax	4,249.00	2,593.12	2,593.12	0.00	61.03%	354.08	361.00	361.00	0.00	101.95%
40275	Mixed Drink Sales	67,928.00	36,105.35	36,105.35	0.00	53.15%	5,660.67	15,402.29	15,402.29	0.00	272.09%
43517	Tuition - Other	110,000.00	60,660.59	60,660.59	0.00	55.15%	9,166.67	7,681.00	7,681.00	0.00	83.79%
43570	Receipts From Individual Schools	60,000.00	29,113.67	29,113.67	0.00	48.52%	5,000.00	7,008.59	7,008.59	0.00	140.17%
43990	Other Charges For Services	26,000.00	0.00	0.00	0.00	0.00%	2,166.67	0.00	0.00	0.00	0.00%
44120	Lease/Rentals	8,000.00	935.85	935.85	0.00	11.70%	666.67	0.00	0.00	0.00	0.00%
44145	Sale Of Recycled Materials	7,500.00	1,163.40	1,163.40	0.00	15.51%	625.00	220.80	220.80	0.00	35.33%
44170	Miscellaneous Refunds	230,140.00	505,338.88	505,338.88	0.00	219.58%	19,178.33	12,908.50	12,908.50	0.00	67.31%
44530	Sale of Equipment	0.00	632.00	632.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44560	Damages Recovered From Individuals	1,500.00	189.00	189.00	0.00	12.60%	125.00	0.00	0.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	7,576.00	7,576.00	0.00	50.51%	1,250.00	1,035.00	1,035.00	0.00	82.80%
44990	Other Local Revenues	14,000.00	11,803.15	11,803.15	0.00	84.31%	1,166.67	1,226.50	1,226.50	0.00	105.13%
46511	Basic Education Program	36,787,000.00	18,408,500.00	18,408,500.00	0.00	50.04%	3,065,583.33	3,681,700.00	3,681,700.00	0.00	120.10%
46515	Early Childhood Education	1,059,450.00	422,133.71	422,133.71	0.00	39.84%	88,287.50	205,180.37	205,180.37	0.00	232.40%
46590	Other State Education Funds	597,026.00	346,413.26	346,413.26	0.00	58.02%	49,752.17	59,702.57	59,702.57	0.00	120.00%
46591	Coordinated School Health - ARRA	100,000.00	0.00	0.00	0.00	0.00%	8,333.33	0.00	0.00	0.00	0.00%
46594	Family Resource Centers - ARRA	29,611.00	8,668.10	8,668.10	0.00	29.27%	2,467.58	0.00	0.00	0.00	0.00%
46610	Career Ladder Program	117,000.00	49,245.28	49,245.28	0.00	42.09%	9,750.00	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	199,605.45	0.00	0.00	0.00	0.00%	16,633.79	0.00	0.00	0.00	0.00%
47401	American Rescue Plan Grant #1	57,095.58	0.00	0.00	0.00	0.00%	4,757.97	0.00	0.00	0.00	0.00%
47590	Other Federal Through State	0.00	57,095.58	57,095.58	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
48610	Donations	5,000.00	0.00	0.00	0.00	0.00%	416.67	0.00	0.00	0.00	0.00%
49600	Proceeds from Sale of Caopital Assets	0.00	8,557.00	8,557.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!

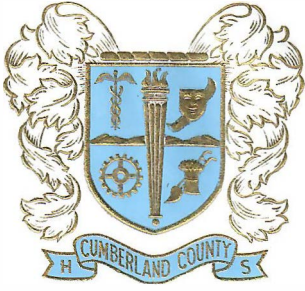
49700	Insurance Recovery		0.00	2,040.00	2,040.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!							
Total	Revenues	\$	58,415,700.03	\$	28,310,694.71	\$	28,310,694.41	\$	-	48.46%	\$	4,867,975.02	\$	6,175,263.39	\$	6,175,263.39	\$	-	126.85%

Expenditures

71100	Regular Instruction Program	(28,516,794.00)	11,584,511.67	11,584,311.67	200.00	-40.62%	2,376,399.50	2,255,418.22	2,255,418.22	0.00	-94.91%								
71150	Alternative Instruction Program	(340,501.00)	111,255.19	111,255.19	0.00	-32.67%	28,375.08	21,705.97	21,705.97	0.00	-76.50%								
71200	Special Education Program	(4,190,504.00)	1,691,342.87	1,691,109.99	232.88	-40.36%	349,208.67	345,413.27	345,298.64	114.63	-98.91%								
71300	Career And Technical Education	(3,572,393.00)	1,474,861.67	1,470,602.27	4,259.40	-41.28%	297,699.42	272,189.74	278,526.83	(6,337.09)	-91.43%								
71400	Student Body Education Program	(647,203.00)	357,467.84	357,467.84	0.00	-55.23%	53,933.58	289,128.59	289,128.59	0.00	-536.08%								
72110	Attendance	(211,782.00)	110,057.76	110,057.76	0.00	-51.97%	17,648.50	30,437.47	32,187.47	(1,750.00)	-172.46%								
72120	Health Services	(733,330.00)	311,943.70	303,159.87	8,783.83	-42.54%	61,110.83	64,122.37	56,914.54	7,207.83	-104.93%								
72130	Other Student Support	(1,854,042.00)	598,904.65	598,904.65	0.00	-32.30%	154,503.50	121,645.17	121,745.12	(99.95)	-78.73%								
72210	Regular Instruction Program	(1,224,076.00)	618,865.57	618,865.57	0.00	-50.56%	102,006.33	73,336.99	73,336.99	0.00	-71.89%								
72220	Special Education Program	(777,709.00)	366,482.28	365,882.28	600.00	-47.12%	64,809.08	61,593.06	61,493.06	100.00	-95.04%								
72230	Career And Technical Education	(420,578.00)	176,921.20	176,921.20	0.00	-42.07%	35,048.17	37,607.78	37,637.78	(30.00)	-107.30%								
72250	Technology	(1,441,550.00)	1,042,560.25	929,385.77	113,174.48	-72.32%	120,129.17	64,363.69	74,412.51	(10,048.82)	-53.58%								
72310	Board Of Education	(1,121,950.00)	621,764.12	621,614.12	150.00	-55.42%	93,495.83	76,461.90	79,586.90	(3,125.00)	-81.78%								
72320	Office Of The Superintendent	(297,811.00)	145,150.42	144,166.96	983.46	-48.74%	24,817.58	23,470.82	22,837.36	633.46	-94.57%								
72410	Office Of The Principal	(4,511,649.00)	1,889,519.31	1,889,519.31	0.00	-41.88%	375,970.75	376,175.95	376,175.95	0.00	-100.05%								
72510	Fiscal Services	(202,296.00)	58,523.19	57,053.19	1,470.00	-28.93%	16,858.00	8,419.46	6,949.46	1,470.00	-49.94%								
72520	Human Services/Personnel	(203,126.00)	100,563.73	100,114.23	449.50	-49.51%	16,927.17	11,769.75	11,769.75	0.00	-69.53%								
72610	Operation Of Plant	(5,634,530.00)	2,661,602.02	2,631,491.20	30,110.82	-47.24%	469,544.17	288,894.58	324,117.10	(35,222.52)	-61.53%								
72620	Maintenance Of Plant	(3,861,325.00)	1,647,195.17	545,135.84	1,102,059.33	-42.66%	321,777.08	283,607.12	96,563.27	187,043.85	-88.14%								
72710	Transportation	(3,649,152.00)	1,390,042.02	1,363,702.06	26,339.96	-38.09%	304,096.00	287,568.00	313,898.60	(26,330.60)	-94.56%								
72905	American Rescue Plan Act Expenditure	(57,095.58)	44,698.81	0.00	44,698.81	-78.29%	4,757.97	44,698.81	0.00	44,698.81	-939.45%								
73300	Community Services	(172,962.00)	70,610.27	70,520.27	90.00	-40.82%	14,413.50	12,950.67	12,860.67	90.00	-89.85%								
73400	Early Childhood Education	(1,294,093.00)	520,753.00	520,753.00	0.00	-40.24%	107,841.08	98,337.34	98,337.34	0.00	-91.19%								
76100	Regular Capital Outlay	(295,554.00)	65,662.28	64,302.34	1,359.94	-22.22%	24,629.50	18,633.22	18,633.22	0.00	-75.65%								
82130	Education Debt Service	(288,372.00)	144,186.00	144,186.00	0.00	-50.00%	24,031.00	0.00	0.00	0.00	0.00%								
82230	Education Debt Service	(4,524.00)	2,262.00	2,262.00	0.00	-50.00%	377.00	0.00	0.00	0.00	0.00%								
99100	Transfers Out	(1,000,000.00)	1,000,000.00	1,000,000.00	0.00	-100.00%	83,333.33	0.00	0.00	0.00	0.00%								
Total	Expenditures	\$	(66,524,901.58)	\$	28,807,706.99	\$	27,472,744.58	\$	1,334,962.41	43.30%	\$	5,543,741.79	\$	5,167,949.94	\$	5,009,535.34	\$	158,414.60	-93.22%
Total	141 General Purpose School	\$	(8,109,201.55)	\$	(497,012.28)	\$	837,949.83	\$	(1,334,962.41)	-6.13%	\$	(675,766.77)	\$	1,007,313.45	\$	1,165,728.05	\$	(158,414.60)	149.06%

**Cumberland County, Tennessee
Local Option Sales Tax Collections
General Purpose School Fund
FY 2022-2023**

Month	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Actual	Difference
August	\$ 832,668	\$ 801,418	\$ 838,289	\$ 870,571	\$ 1,020,777	\$ 1,166,927	\$ 1,328,480	\$ 1,351,767	\$ 23,287
September	\$ 749,552	\$ 780,570	\$ 819,089	\$ 865,871	\$ 952,467	\$ 1,107,995	\$ 1,261,390	\$ 1,364,864	\$ 103,474
October	\$ 749,729	\$ 765,307	\$ 825,937	\$ 846,819	\$ 919,285	\$ 1,083,881	\$ 1,233,937	\$ 1,264,424	\$ 30,487
November	\$ 782,832	\$ 779,901	\$ 787,757	\$ 859,937	\$ 973,849	\$ 1,106,688	\$ 1,259,902	\$ 1,299,471	\$ 39,569
December	\$ 722,096	\$ 732,522	\$ 806,666	\$ 871,317	\$ 983,974	\$ 1,132,259	\$ 1,289,013	\$ 1,289,256	\$ 243
January	\$ 706,017	\$ 751,619	\$ 779,663	\$ 827,204	\$ 977,133	\$ 1,159,721	\$ 1,320,277	\$ 1,298,903	\$ (21,374)
February	\$ 899,662	\$ 898,277	\$ 942,493	\$ 1,057,209	\$ 1,278,153	\$ 1,304,344	\$ 1,484,920		
March	\$ 616,158	\$ 643,613	\$ 676,708	\$ 731,082	\$ 897,298	\$ 965,550	\$ 1,099,224		
April	\$ 569,641	\$ 652,075	\$ 690,817	\$ 710,630	\$ 828,199	\$ 999,451	\$ 1,137,818		
May	\$ 750,813	\$ 781,890	\$ 815,144	\$ 854,049	\$ 1,178,207	\$ 1,264,205	\$ 1,439,226		
June	\$ 739,433	\$ 758,856	\$ 825,043	\$ 828,973	\$ 1,096,183	\$ 1,185,985	\$ 1,350,177		
July Accrual	\$ 760,924	\$ 814,461	\$ 878,558	\$ 947,306	\$ 1,114,903	\$ 1,298,919	\$ 1,478,746		
Total	\$ 8,879,526	\$ 9,160,509	\$ 9,686,164	\$ 10,270,968	\$ 12,220,428	\$ 13,775,928	\$ 15,683,110	\$ 7,868,685	\$ 175,686



Cumberland County High School

660 Stanley Street • Crossville, TN 38555
Telephone (931) 484-6194 • Fax (931) 456-6872

January 9, 2022

Mr. William Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp,

Please approve the following as volunteers at Cumberland County High School for the school year 2022-2023:

Corbin Maddox	Level 2
Kyle Adams	Level 3
Debra Pacheco	Level 2
Christian Filler	Level 1
Isabelle Christopher	Level 2
Steve Gilpin	Level 2
Grayson Hale	Level 2
Chris Whittenburg	Level 3
Michael Deck	Level 1

The proper paperwork is on file in office of the principal.

Sincerely,


Karri Hobby

Homestead Elementary School

3889 Hwy127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds
Principal



Ashlee Watts
Assistant Principal

To: CCBOE
Mr. William Stepp

From: Ashlee Watts, Homestead Elementary School

Date: January 18, 2023

RE: Janaury Volunteer Approval

Please approve the following volunteers for the 2022-2023 school year. The appropriate volunteer applications are on file and background complete. (List attached)

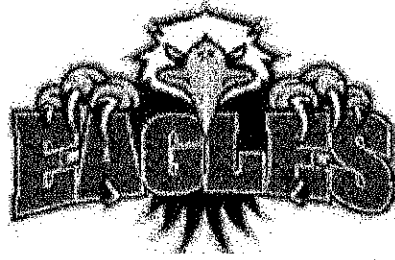
Thank you,

A handwritten signature in cursive script that reads "Ashlee Watts".

Ashlee Watts
Assistant Principal
Homestead Elementary School

Last Name	First Name	Level
Depoortere	Kathryn	2
Depoortere	Michael	2
Inman	Megan	2

**Christie VanWinkle
Principal**



**Kasey Lowe
Assistant Principal**

**Glenn L. Martin Elementary School
1362 Miller Avenue * Crossville, TN 38555
Phone (931) 484-7547 Fax (931) 484-8785**

January 5, 2023

**Mr. William Stepp
Director of Schools
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555**

Mr. Stepp and Board Members,

**Please approve the attached list of volunteer applications for the 2022-2023 school year.
The applications are on file in the school office.**

Thank you,

**Christie VanWinkle
Principal
Martin Elementary**

Martin Elementary
Volunteer Applications
January 2023

Level 1

Jennifer Palmer

Level 2

Christina Lawson



North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571
Ph. 931-484-5174 ~ Fax 931-707-5556

Thomas Fuhrman, Principal

January 12, 2023

Mr. William Stepp, Director of Schools
Cumberland County Board of Education
368 Fourth Street
Crossville, Tennessee 38555

Dear Mr. Stepp and Board Members,

Please approve the following volunteers for the 2022-2023 school year. Level I and Level II are the applicants on this list. The appropriate volunteer forms are on file in the school office.

Thank you,

Thomas Fuhrman
Principal
North Cumberland Elementary

“CHILDREN FIRST — EXCELLENCE ALWAYS”

Our mission at North Cumberland Elementary School is to provide a consistent, safe and positive atmosphere in which students will be empowered to learn and succeed as they face the challenges of life's journey.

North Cumberland Elementary
Volunteer Applications
January 2023

Level 1

Destiny Likens
Dylan Fisher
Cheyenne Young
Desiree Younis
Brandi Lessard
Candy Likens
Trevor Mackie
Jessica Mayfield
Kelsie Miley
Sharon Pugh

Level 2

Lindsey Mathias



2800 Cook Road
Crossville, TN 38571
(931) 484-5767
Kelly J. Smith, Principal

TO: Mr. William Stepp, Director of Schools
Cumberland County Board of Education

FROM: Kelly J. Smith, Principal

DATE: January 6, 2023

RE: SMHS Volunteers

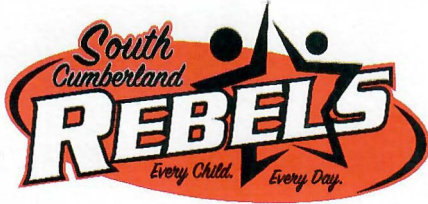
Please approve the following volunteers. The appropriate volunteer application is on file and references have been checked.

Chris Whittenburg	Level III	Softball Coach
Dylan Nelson	Level III.	Tennis
Brian Templeton	Level III	

Thank you,

A handwritten signature in blue ink that reads "Kelly Smith". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kelly Smith
KJS/dms



South Cumberland Elementary School

3536 Lantana Rd.

Crossville, TN 38572

Telephone: 931-788-671 Fax: 931-788-1116

Principal: Dawn Hall

To: Cumberland County Board of Education

Mr. William Stepp, Director of Schools

From: Dawn Hall

Date: January 17, 2022

Re. Volunteers

Please approve the following additional volunteer(s) for the 2022-2023 school year. The appropriate volunteer application is on file and references have been checked.

JAN VOLUNTEERS 2022 - 2023

LEVEL I

Akins, Brayden Kennedy

Callaway, Tiffany L.

Cook, Carleigh D'Ann

Perger, Jeremy

Perger, Sarah

LEVEL II

none

LEVEL III

Fuentes, Manuel

Seitner, Amme Sue Cassetty

Smith, Samatha Kaye

A handwritten signature in black ink that reads 'Dawn Hall'.

Dawn Hall

Principal



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

January 2023

To: Mr. William Stepp, Director of Schools &
Cumberland County Board of Education

From: Rebecca Farley, Chief Academic Officer

Mr. Stepp and BOE Members,
Please approve the following volunteer for Youth Achievement Foundation. They have
completed the necessary paperwork.

Level 1

Melinda Kelsey
Charlotte Reynolds
Nancy Mitchell

Please feel free to reach out with any questions.

Thank you,


Rebecca Farley

CCHS Band Department

January 12, 2023

Cumberland County Board of Education,

I am requesting an overnight field trip for Feb. 2-4, 2023 for members of the CCHS Band. The trip is for the Tennessee All-State East Honor Band Clinic held at the Park Vista Hotel in Gatlinburg, TN. This three-day conference is an honor band clinic that students get to perform in. Admittance to these honor bands are based on student auditions. This year, I am pleased to say that 12 of our band students will be auditioning. The auditions are Saturday, January 14, 2023, and at least one student will be selected to participate in the clinic.

At this time, I do not know which student(s) will be selected to participate, but I know at least one will be selected. Once the audition results have been posted, I will inform you of which student(s) were selected. Until that time, I have included the list of students who are auditioning for the clinic. I will provide transportation for this trip in my personal vehicle. I will obtain the correct level of insurance coverage prior to the trip, as well as written consent from the parent(s) to allow them to travel there with me. Our band boosters will secure the hotel room for the selected student(s). The student(s) and I will leave on Thursday, February 2, to travel to the Park Vista Hotel, and will stay through the performances on the afternoon of February 4. The parents and I will arrange transportation for the student's return to Crossville following the performances.

Sincerely,



Bruce Johnson
Director of Bands
Cumberland County High School
931-484-6709
bjohnson@ccschools.k12tn.net



**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved Overnight Out of State

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: CCHS Subject/ Grade Level: 9-12 Band
 Trip Requested By: Bruce Johnson Date of Trip: Feb. 2-4, 2023
 Destination: Park Vista Hotel City: Gettlinburg State: TN
 Departure Time: 11:30 am Return: NA Admission per student NA

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

Please check type of activity:

- Academic Field Trip Competition
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: Bruce Johnson # of Students 12

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: _____ Total # of Students: _____

Additional Chaperones (if needed) _____

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Bruce Johnson 865-936-7758 Kan Holly 1/12/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
_____ Transportation Supervisor		_____ Director of Schools	

This section to be completed for out-of-state or overnight school sponsored trips only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied _____
_____ Director of Schools Signature	
Date of Board Approval _____	

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.

List of students auditioning for the Tennessee All-State East Honor Band Clinic:

Thomas Baker
Arianna Caruso
Cassandra Compton
Anderson Hassler
Kayla Hunter
Damian Lino
Jack Monchecourt
Joseph Propst
Zach Sapp
Vivian Seals
Ryelly Smithson
Asa Sparks

Cumberland County High School
660 Stanley Street
Crossville, TN. 38555

January 11, 2023

Cumberland County Board of Education
Mr. William Stepp, Director
368 Fourth St.
Crossville, TN 38555

Dear Mr. Stepp,

This letter is to request permission for the CCHS Baseball Team to travel to Sevierville, TN for the Smokey Bear Classic and stay overnight for the dates of March 23, 2023 thru March 25, 2023. Chaperones will be myself and assistant coaches whose paperwork is already filled out. The cabin and expenses will be paid by the booster club. We will be renting passenger vans to haul players and equipment driven by myself and assistant coaches. Feel free to contact me with any additional inquiries.

Respectfully,

Joey Burnett
CCHS Baseball

**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved _____ Overnight Out of State _____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: CCHS Subject/ Grade Level: _____
 Trip Requested By: CCHS Baseball Date of Trip: 3/23/23 - 3/25/23
 Destination: Smoky Bear classic City: Sevierville State: Tn
 Departure Time: _____ Return: _____ Admission per student _____

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

Please check type of activity:

- Academic Field Trip Competition
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: Joey Burnett # of Students 22
Dalton Barnes
Bubba Barney

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 25 Total # of Students: 22

Additional Chaperones (if needed) _____

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Joey Burnett 931-248-2291 Kastaly 1/17/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
_____ Transportation Supervisor	_____ Director of Schools		

This section to be completed for out-of-state or overnight school sponsored trips only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Director of Schools Signature	
_____ Date of Board Approval	

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.

CCHS Baseball Trip

Seniors: Braylon Burnett
Jacob Hodge
Cade Baisley
Brandon McCaleb
Lucas Dyer
Connor Thompson

Juniors: Luke Poore
Michael Finch
Cody Gates

Sophomores: Connor Hankins
Ryder Myers
Eli Ostrander
Carter Wyatt
Jayden Hensley
Aaron Miniard
Bishop Higgins
Joseph Hogan

Freshmen: Rylan Burnett
Brodee Mathes

Cumberland County High School

660 Stanley Street
Crossville, TN 38555
Telephone 931.484.6194
Fax 931.484.6872

January 18, 2023

Cumberland County Board of Education
Mr. William Stepp, Director
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and School Board,

This letter is a request for permission for the CCHS boys and girls wrestling teams to travel to the TSSAA State Wrestling tournament and spend the night on February 23 and 24, 2023. Only the wrestlers that qualify for the tournament will go on this trip, not the entire team. The following coaches, full-time school employees, will be chaperones: Brad Eich, Beau Wynn, Andrew Phipps, Bekki Atkinson, Jason Atkinson. The rooms required for this overnight stay will be paid for by the wrestling program.

Our team has raised all necessary funds for this trip. Team members will be transported by their parents or the coaches listed above. If you need more information or have any questions, please contact me at 931-484-6194..

Sincerely,



Brad Eich
CCHS Head Wrestling Coach

**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved _____

Overnight _____

Out of State _____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. **OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: CCHS Subject/ Grade Level: _____
 Trip Requested By: CCHS Wrestling Date of Trip: Feb. 23-25
 Destination: TSSAA Wrestling Championships City: Franklin State: TN
 Departure Time: _____ Return: _____ Admission per student _____

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

Please check type of activity:

- Academic Field Trip Competition
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: BRAD EICH # of Students: TBD (Qualifiers Only)
ANDREW PHIPPS
BEAU WYNN
Bekki Atkinson
Jason Atkinson

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 5 Total # of Students: TBD

Additional Chaperones (if needed) _____

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Bob E... 931-510-1600 Kam Holtz 11/18/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

This section to be completed for out-of-state or overnight school sponsored trips only

Approved Denied _____

Director of Schools Signature _____

Date of Board Approval: _____

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



2800 Cook Road
Crossville, TN 38571
(931) 484-5767
Kelly J. Smith, Principal

Date: February 10 - 11, 2023

To: Mr. William Stepp and CCBOE

From: Mrs. Kelly Smith, Stone Memorial HS Principal
Mr. Nathan O. Brown, Stone Memorial VP/ AD
Mr. Ethan Tipton - SMHS Band Director

Subject: Request for an overnight trip

The SMHS Band is requesting permission to travel and stay overnight for a band camp. The opportunity has recently presented itself and the SMHS Band would benefit greatly from this learning experience.

SMHS Band will travel on February 10th and 11th to Cookeville, TN for a two day band camp at Tennessee Tech University. There will be fifteen students and one adult traveling on the trip. No bus is requested for this trip.

Respectfully submitted,

Nathan O. Brown

Stone Memorial High School
Assistant Principal / Athletic Director
2800 Cook Rd, Crossville, TN 38571
931-484-5767

**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved _____

Overnight

Out of State _____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: SMHS Subject/ Grade Level: Band 9-12
 Trip Requested By: Ethan Tipton Date of Trip: 2/10 - 2/11
 Destination: Tennessee Tech City: Cookeville State: TN
 Departure Time: 7am 2/10 Return: 9pm 2/11 Admission per student _____

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

Please check type of activity:

- Academic Field Trip Competition
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: Ethan Tipton # of Students 15
Bruce Johnson

No BUS

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: _____ Total # of Students: _____

Additional Chaperones (if needed) _____

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Ethan Tipton 423-276-3290 [Signature] 1/6/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Director of Schools Signature	
_____ Date of Board Approval	

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



Stone Memorial High School

2800 Cook Road · Crossville, TN 385 71

Telephone (931) 484-5767

Kelly Smith

Principal

Date: January 3rd, 2023

To: Mr. Stepp and BOE Members
Cumberland County Schools
368 Fourth Street
Crossville, TN, 38555

From: Blake Saldaña, SMHS Choir Director

Subject: Approval for overnight trip

Mr. Stepp and BOE Members:

I am writing on behalf of the SMHS Chorus to request an overnight field trip to attend the Lee University Honors Chorus event on February 10th-11th at Lee University in Cleveland, Tennessee. Participating members of the SMHS chorus are requesting to travel from Crossville on the morning of Friday, February 10th to Lee University where they would rehearse throughout the day. They would then stay over night in Cleveland, TN, and rehearse the following morning and afternoon. The event would conclude with a concert at 4pm. The students are expected to return to Crossville around 6:30pm on Saturday, February 11th. Thank you for your consideration of this request. Please contact me if you have any questions or need additional information.

Sincerely,

Blake Saldaña
Choir Director
Stone Memorial High School
2800 Cook Rd, Crossville, TN, 38501
Dsaldana@ccschools.k12tn.net

**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved _____

Overnight

Out of State _____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: Stone Memorial HS Subject/ Grade Level: Choir / 9-12
 Trip Requested By: Saldana Date of Trip: 2/10 - 2/11
 Destination: Lee University City: Cleveland State: TN
 Departure Time: 8 am Return: 6:30 pm Admission per student \$50

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

Please check type of activity:

- Academic Field Trip Competition Need Bus
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: 1 # of Students _____

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 1 Total # of Students: 20

Additional Chaperones (if needed) 1

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Oldek Saldana 615-397-3761 K. Smith 1/4/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
_____ Transportation Supervisor		_____ Director of Schools	
This section to be completed for out-of-state or overnight school sponsored trips only <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Director of Schools Signature Date of Board Approval _____			

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

Kelly J. Smith

Principal

Date: January 13, 2023

To: Mr. William Stepp, Director of Schools
BOE Members
368 Fourth Street
Crossville, TN 38555

From: Dylan Nelson, SMHS Tennis Coach

Subject: Approval for Overnight Tennis Trip

Dear Mr. Stepp and BOE Members:

I am writing on behalf of the SMHS Tennis Team to request permission for an overnight trip to play in the Oakland High School Tennis Invitational on April 14-15, 2023 in Murfreesboro, TN. The team and at least two chaperones will leave early the morning of April 14th and return the evening of April 15th. The team participated in this tournament last season and have been invited again this year. This is a great opportunity for our tennis team. Thank you for your consideration.

Sincerely,

Dylan Nelson
SMHS Tennis Coach

Nathan Brown
SMHS Athletic Director

**Cumberland County Schools
Field Trip Request**

In State/ Pre-approved _____

Overnight X

Out of State _____

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: SMHS Subject/ Grade Level: Tennis Team
 Trip Requested By: Dylan Nelson Date of Trip: 4/14 + 4/15 2023
 Destination: Oakland H.S. Tennis Frmt City: Murfreesboro State: TN
 Departure Time: 5:00 a.m. 4/14 Return: 8:00 p.m. 4/15 Admission per student: —

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse SpEd Bus SpEd Assistant Students have 504 Plan Bus with Lift

** No bus needed*

Please check type of activity:

- Academic Field Trip Competition
 Incentive Field Trip Sports
 School Clubs Special Classroom Trip (description) _____
 Band/ Chorus Other _____

Teachers: Dylan Nelson # of Students 8-15 students
Kelly Smith
Brad Houston

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 3 Total # of Students: 8-15

Additional Chaperones (if needed) Amanda Houston + Jamie Smith

- Cafeteria notified Purchase order requested Permission slip obtained (should be taken on trip)
 Substitute requested (if needed) Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

[Signature] (931)200-1098 [Signature] 1/13/23
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	
<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Director of Schools Signature _____			
Date of Board Approval _____			

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



PROPOSED FUNDRAISING ACTIVITIES

School: North Cumberland Elementary

Fund/account name: Library

Proposed fundraising activities: Literati Book Fair - April 2023

Proposed uses of funds raised: Library furniture, ^{reading} prizes, supplies

Planned purchase date: May 15, 2023

Contingency for funds not utilized: Funds not utilized will remain in the library account.

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: cash - 20% of sales

Requested by: Shannon O'Neal/Librarian Date: 11/17/2022

Approved by: Thomas Inhomas Date: 11/18/22
Name/Title
Principal

Approved by: _____ Date: _____
Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

Updated 8/19/2021



PROPOSED FUNDRAISING ACTIVITIES

School: Stone Memorial High School

Fund/account name: Student Council

Proposed fundraising activities: Valentines Day Candy Grams

Proposed uses of funds raised: homecoming activities (sashes, crown, etc) and Student T-shirts to identify our student ~~and~~ Council members

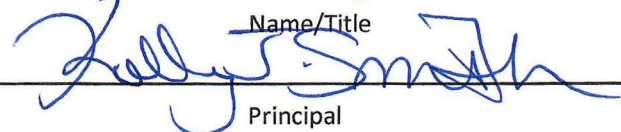
Planned purchase date: February 28, 2023 (T-shirts)

Contingency for funds not utilized: Stay in account to be utilized the next year

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: Amount raise minus necessary costs.

Requested by: ~~Cal~~ Cateen Hoyt / Tonia Wyatt Date: 1/5/2023

Approved by:  Name/Title: Principal Date: 1/6/23

Approved by: _____ Date: _____
Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.



PROPOSED FUNDRAISING ACTIVITIES

School: Stone Memorial High School

Fund/account name: Student Council

Proposed fundraising activities: Valentines Dance

Proposed uses of funds raised: homecoming, Student T-Shirt to identify student leaders.

Planned purchase date: 2/10/23

Contingency for funds not utilized: Stay in account to be utilized the next year.

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: Amount raised minus necessary supplies, D.J. Cost, and decoration.

Requested by: Denia Wyatt / Calleen Hoyt Date: 1/5/23

Approved by: [Signature] Name/Title: Principal Date: 1/6/23

Approved by: _____ Date: _____

Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

**Mrs. Karri Hobby, Principal
Cumberland County High School
660 Stanley Street
Crossville, TN 38555
School: (931) 484-6194**



January 2023

Mr. Stepp and the Cumberland County Board of Education:

I respectfully request that the following general budget items be retired from Cumberland County High School:

January 2023 BOE RETIRE LIST

PROPERTY TAG #	ITEM DESCRIPTION	REASON
43526	HP Officejet Pro 8600 PRINTER	REPLACED; NO LONGER WORKING

Respectfully,

Steven Miller



**CRAB ORCHARD
ELEMENTARY SCHOOL**

240 School Road
Crab Orchard, TN 37723
PHONE: (931) 484-7400 FAX: (931) 456-5655
Principal: Debbie Beaty
Asst. Principal: Todd Kuffel

January 10, 2023

Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

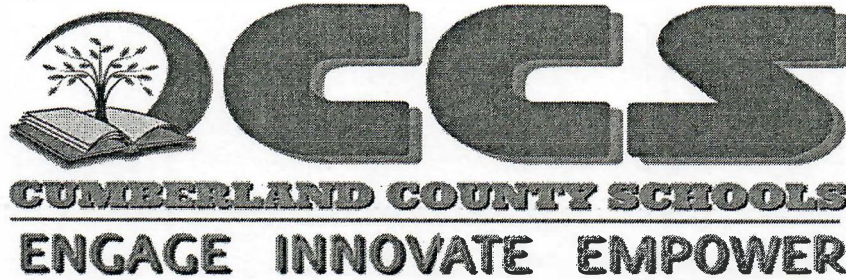
Cumberland County Board of Education,

Crab Orchard Elementary is requesting that the following General fund items be retired. Please see the attached list for an itemization. Please contact me with any further questions and/or concerns.

Thank you,

Todd Kuffel
AP Crab Orchard Elementary

Tag #	Item Description
40144	Apple iMac Core 2 20 in 16 GB
40146	Apple iMac Core 2 20 in 16 GB
40151	Apple iMac Core 2 20 in 16 GB
40159	Apple iMac Core 2 20 in 16 GB
40188	Apple iMac Core 2 20 in 16 GB
40224	Apple iMac Core 2 20 in 16 GB
40233	Apple iMac Core 2 20 in 16 GB
40234	Apple iMac Core 2 20 in 16 GB
40240	Apple iMac Core 2 20 in 16 GB
40231	Apple MacBook Core 2 Duo 13 in. Laptop
41582	Apple MacBook Core 2 Duo 13 in. Laptop
41589	Apple MacBook Core 2 Duo 13 in. Laptop
41590	Apple MacBook Core 2 Duo 13 in. Laptop
41592	Apple MacBook Core 2 Duo 13 in. Laptop
41594	Apple MacBook Core 2 Duo 13 in. Laptop
41600	Apple MacBook Core 2 Duo 13 in. Laptop
41601	Apple MacBook Core 2 Duo 13 in. Laptop
41646	Apple MacBook Core 2 Duo 13 in. Laptop
41648	Apple MacBook Core 2 Duo 13 in. Laptop
41651	Apple MacBook Core 2 Duo 13 in. Laptop
41652	Apple MacBook Core 2 Duo 13 in. Laptop
45097	Apple MacBook Core 2 Duo 13 in. Laptop
41678	Apple iMac Core 2 Duo 20 in 16 GB



William G. Stepp Director of Schools

Teresa Boston Board Chair

January 17, 2023

Mr. William G. Stepp
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the CTE, General and Special Education Department's lists of items to be retired by the BOE at January's regular scheduled board meeting. Please include these lists on the consent agenda. If you have any further questions or concerns, please contact myself or our CFO.

Sincerely,

Marilyn Noel *MN*

Dr. Leslie Eldridge

Marlene Holton *MH*

CTE, GENERAL & SPED

Central Services
Room Inventory Worksheet

1/16/2023

18-TO RETIRE INVENTORY~BOE- RETIRE Holding					Room Type: VIRTUAL	
Tag	Product	Model	Product Type	Assigned To	Serial	Price
CTE/GEN 1000340	Apple 32GB iPad	32GB	iPad		DLXN19XQF K11	\$0.00
CTE/PERKINS 1001288	Apple 20 inch iMac Computer	unknown	COMPUTER		YM03226MD WY	\$0.00
// 1001289	Apple 20 inch iMac Computer	unknown	COMPUTER		YM03226ND WY	\$0.00
// 1001290	Apple 20 inch iMac Computer	unknown	COMPUTER		YM03224DD WY	\$0.00
// 1001291	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322J4D WY	\$0.00
// 1001293	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322KZD WY	\$0.00
// 1001294	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322DJD WY	\$0.00
// 1001295	Apple 20 inch iMac Computer	unknown	COMPUTER		YM032229D WY	\$0.00
// 1001296	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322KVD WY	\$0.00
// 1001297	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322K8D WY	\$0.00
// 1001298	Apple 20 inch iMac Computer	unknown	COMPUTER		YM0322JED WY	\$0.00
// 1001300	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO3226UD WY	\$0.00
// 1001301	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO32241D WY	\$0.00

Central Services
Room Inventory Worksheet

1/16/2023

18-TO RETIRE INVENTORY~BOE- RETIRE Holding		Room Type: VIRTUAL					
Tag	Product	Model	Product Type	Assigned To	Serial	Price	
<u>CTE/PERKINS</u> 1001302	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO322ME DWY	\$0.00	
<u>//</u> 1001303	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO3226OD WY	\$0.00	
<u>//</u> 1001305	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO322JAD WY	\$0.00	
<u>//</u> 1001307	Apple 20 inch iMac Computer	unknown	COMPUTER		YMO32247D WY	\$0.00	
<u>//</u> 1001330	Apple 20 inch iMac Computer	unknown	COMPUTER		H010603BD WY	\$0.00	
<u>//</u> 1001331	Apple 20 inch iMac Computer	unknown	COMPUTER		H010603MD WY	\$0.00	
<u>//</u> 1001668	Apple iPad 3	unknown	iPad		SDYTJC6VA DJ8T	\$0.00	
<u>GEN/GEN</u> 10831	Dell OptiPlex GX520 Computer	GX520	COMPUTER		60LWPB1	\$0.00	
<u>CTE/GEN</u> 180003991	Apple 20 inch iMac Computer	unknown	COMPUTER		YM9130UK6 MH	\$0.00	
<u>GEN/GEN</u> 23715	Apple iMac Core 2 Duo 1_83 GHz 17 inch A1195 Computer	A1195 EMC 2124	COMPUTER		W881605228 9	\$0.00	
<u>GEN/GEN</u> 23724	Apple iMac Core 2 Duo 1_83 GHz 17 inch A1195 Computer	A1195 EMC 2124	COMPUTER		W882148Z28 9	\$0.00	
<u>SPED/GEN</u> 3030	Bookcase	unknown	BOOKCASE			\$0.00	
<u>CTE/PERKINS</u> 3085	Dell OptiPlex 745 Computer	OptiPlex 745	COMPUTER		fn167c1	\$0.00	

Central Services
Room Inventory Worksheet

1/16/2023

18-TO RETIRE INVENTORY~BOE- RETIRE Holding					Room Type: VIRTUAL	
Tag	Product	Model	Product Type	Assigned To	Serial	Price
<u>GEN/GEN</u> 38006	Apple A1224 iMac Core 2 Duo 2.0GHz 20"	A1224 EMC 2266	COMPUTER		YM9135CU6 MH	\$0.00
<u>CTE/GEN</u> 38015	Apple A1224 iMac Core 2 Duo 2.0GHz 20"	A1224 EMC 2266	COMPUTER		YM91427M6 MH	\$0.00
<u>CTE/GEN</u> 38017	Apple A1224 iMac Core 2 Duo 2.0GHz 20"	A1224 EMC 2266	COMPUTER		YM9138HG6 MH	\$0.00
<u>CTE/GEN</u> 38023	Apple A1224 iMac Core 2 Duo 2.0GHz 20"	A1224 EMC 2266	COMPUTER		YM91416B6 MH	\$0.00

SPED RETIRE

Central Services
Room Inventory Worksheet

1/12/2023

18-306ARETIRE FOOD SERV/SPED HALL - Virtual SPED Retire				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Assigned To	Serial	Price
2614S	Brother HL-5250DN Printer	HL-5250DN	PRINTER		K7J337351	\$0.00
5193	Apple MacBook Air	MB AIR 11.6	LAPTOP		C02FL355D DQX	\$1,132.00
5316	Greenguard PL-136 Cherry Conference Table	PL-136	FURNITURE			\$369.00
5671	Livescribe Echo 2 Smartpen	Echo 2	ELECTRONIC		AYE-APZ- RFZ-GH	\$113.90
5701	Livescribe Echo 2 Smartpen	Echo 2	ELECTRONIC		AYE-APZ- QDF-C8	\$113.90
5763	Redcat RX-RC2 Classroom Audio System	RX-RC2	ELECTRONIC		RX-RC2- 130527-0056	\$849.00
5839	Rifton Small R820 Standard Base Activity Chair	R820	THERAPY EQUIPMENT		RR820TAAS CG	\$1,740.00
5869	Apple M769LL/A 16GB iPad Mac to School	M769LL/A 16 GB	iPad		F5YKDRY7D FHW	\$100.00
5877	Apple M769LL/A 16GB iPad Mac to School	M769LL/A 16 GB	iPad		F5XKD0DXD FHW	\$100.00

GENERAL's Retirement List for January 2023

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
38469	25-J105	Dell DCNE Comp CPU	DCNE	DELL	9NTQR91	GENERAL	GENERAL
17517	25-J105	Dell Comp CPU	Optiplex GX520	DELL	86CM3B1	GENERAL	GENERAL
10829	25-J105	Dell Comp CPU	Optiplex GX520	DELL	DWKWPB1	GENERAL	GENERAL
10801	25-J105	Dell Comp CPU	Optiplex GX520	DELL	BVKWPB1	GENERAL	GENERAL
10826	25-J105	Dell Comp CPU	Optiplex GX520	DELL	3RFPB1	GENERAL	GENERAL
13390	25-J105	Skape Video Converter Studio	unknown	SKAPE	9903-0751X104513340	GENERAL	GENERAL
180250221	25-J105	Epson Projector	PowerLite S5	EPSON	unknown	GENERAL	GENERAL
11887	25-J103	Printer	HP LaserJet	HP	unknown	GENERAL	GENERAL
180255078	25-J103	Computer CPU	Apple iMac G5	APPLE	W85182A55DX	GENERAL	GENERAL



The Phoenix Campus
203 Taylor Street
Crossville, TN 3855
Telephone (931) 456-1228
Fax (931) 456-9862

Mitch Lowe, Principal

December 14, 2022

Dear Mr. Stepp and Cumberland County Schools Board of Education;

Please retire the items documented on the attached list. These items are outdated and no longer used.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Miller". The signature is written in black ink and is positioned below the word "Sincerely,".

Sharon Miller
Assistant Principal
Phoenix High School



Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

Kelly J. Smith

Principal

TO: Mr. William Stepp, Director of Schools
Cumberland County Board of Education

FROM: Kelly Smith, Principal
April Moore, Assistant Principal
Stone Memorial High School

RE: Inventory Items for Retirement

DATE: January 11, 2023

Dear Mr. Stepp and B.O.E. Members:

Attached you will find a list of inventory items that are slated for retirement. Our SMHS Technology Technician and our School Inventory Auditor have inspected each item. The property no longer serves the staff or students of SMHS or would the property serve another Cumberland County student or employee. Please accept our proposal to retire the items and know that we will follow all proper protocols to dispose of them once approval is granted.

If you have any questions, please feel free to contact us. In an effort to ensure that our inventory is accurate and our school materials records are kept current with fidelity, Mrs. Moore is working diligently to collaborate with others, especially technology, special education, and CTE departments to maintain accuracy through TIP-Web IT.

Respectfully submitted,

Kelly Smith
Principal

April Moore
Assistant Principal

January Retirement for SMHS.

Stone Memorial High School~SMHS

Room Inventory Worksheet

1/11/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Other #1	Serial	Price
1000338	Epson PowerLite 425 LCD Projector	PL425	PROJECTOR		QCQF37021 9L	\$0.00
18915	JVC AV 32F577 32 inch Flat Tube TV	AV 32F577	TV		1112086	\$0.00
3232	Reality Works Real Care Baby	unknown	INSTRUCTIONAL EQUIPMENT			\$0.00



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

Kathleen Martin
Transportation Supervisor

January 4, 2023

Dear Mr. Stepp,

The attached list contains buses that we are requesting be removed from service as they have exceeded the number of years and/or mileage set forth by the state. These buses will be used for spare parts and sold as surplus at a later date.

Bus #67-05	Vin# 1FDXE45P34HB27275
Bus #09-02	Vin# 1BABKCPA01F201957
Bus #22-03	Vin# 1BABKCPA03F209902
Bus #44-03	Vin# 1BABKCPA93F209901
Bus #38-01	Vin# 1BABKCPA61F098561
Bus #49-01	Vin# 1BABKCPAX1F098563
Bus #17-03	Vin# 1BABKCPA73F209900

Respectfully,

Kathleen Martin



William G. Stepp Director of Schools

Teresa Boston Board Chair

November 29, 2022

To Whom It May Concern:

The competitive bid process revealed Stone Service Corporation as the lowest bid for the HVAC upgrades project bid through the Cumberland County Finance Office. The bid tab is attached for your perusal.

Bid amount: \$2,378,000.00

Regards,

Justin Whittenbarger, Ed.D.
Federal Programs/ESSER
Cumberland County Schools

EXECUTIVE APPROVED
William G. Stepp 12-1-22
SUPERINTENDENT DATE
Teresa Boston 12-1-22
BOARD CHAIRMAN DATE

Cumberland County BOE Approval

William G. Stepp
Director of Schools

Teresa Boston
BOE Chair

Bid Tab

Page **1** of **1**
 Bids opened in **Crossville, TN**
 How many **addenda** issued: **1**
 Target Contract Time: **180 Days**
 MACC Liquidated Damages: **\$200** per day

Pursuant to the Invitation to Bid extended for
HVAC Upgrades
Cumberland County Schools
Cumberland County, TN
 bids and modifications must have been received here by
Wednesday, November 30, 2022 at 2:00 PM CT
 I, thus declare the bidding closed.

Signature required only by Presiding Official.
 Others can be printed or typed.
 Presiding Official: *Jennifer Turner*
 Architect represented by: *K. Chiles*
 Owner represented by: *Jennifer Turner*
 Regulated Subcontractor: *Deputy FR*

Bidders (name, city, license number)		Adden Ack	Bid Security	Base Bid	Miscellaneous	Plumbing	HVAC	Electrical	Masonry	Geothermal
Name	Action Heating & Cooling, Inc.			<i>N/A</i>	<i>N/A</i>					
City	Crossville, TN									
License Number	37988									
Name	CHC Mechanical Contractors, Inc.	<i>X</i>	<i>✓</i>	<i>\$ 2,809,801.00</i>						
City	Cookeville, TN			<i>1 568.00</i>						
License Number	16100			<i>2 888.00</i>						
Name	Four Seasons, Inc.			<i>N/A</i>	<i>N/A</i>					
City	Knoxville, TN									
License Number	19870									
Name	Lee Company			<i>N/A</i>						
City	Franklin, TN									
License Number	9255									
Name	Stone Service Corp.	<i>✓</i>	<i>✓</i>	<i>\$ 2,378,000.00</i>						
City	Cookeville, TN			<i>1 260.00</i>						
License Number	75244			<i>2 625.00</i>	<i>N/A</i>					
Name				<i>3 425.00</i>						
City				<i>4 200.00</i>						
License Number				<i>R</i>						



William G. Stepp Director of Schools

Teresa Boston Board Chair

November 29, 2022

To Whom It May Concern:

The competitive bid process revealed Stubbs Construction Services, LLC as the lowest bid for the high school pavilions project bid through the Cumberland County Finance Office. The bid tab is attached for your perusal.

Bid amount: \$245,900.00

Regards,

Justin Whittenbarger, Ed.D.
Federal Programs/ESSER
Cumberland County Schools

EXECUTIVE APPROVED
William G. Stepp 12-1-22
SUPERINTENDENT DATE
Teresa Boston 12-1-22
BOARD CHAIRMAN DATE

Cumberland County BOE Approval

William G. Stepp

William G. Stepp
Director of Schools

Teresa Boston

Teresa Boston
BOE Chair

Bid Tab		Page 1 of 1	Pursuant to the Invitation to Bid extended for Outdoor Pavilions Cumberland County & Stone Memorial High Schools Cumberland County, TN bids and modifications must have been received here by Wednesday, August 24, 2022 at 2:00 PM CT I, thus declare the bidding closed.				Signature required only by Presiding Official Others can be printed or typed								
Bids opened in Crossville, TN	How many addenda issued	0					Presiding Official								
Target	Contract Time	150 Days					Architect represented by <i>K. All Child</i>								
MACC	Liquidated Damages	\$200 per day					Owner represented by <i>William S. Sp...</i>								
Bidders (name, city, license number)		Addn Amk	Bid Security	Option #1	Option #2	Regulated Subcontractors									
Name FTM Contracting	City Cookeville, TN	License Number 37040 ✓	N/A ✓ 5%	\$ 590,000.00	\$ 427,000.00	Plumbing -	N/A	HVAC -	N/A	Electrical -	N/A	Masonry -	N/A	Geothermal - N/A	N/A
Name Stubbs Construction Services, LLC	City Crossville, TN	License Number 72311 ✓	N/A ✓ 5%	NO Bid	\$ 245,900.00	Plumbing -	N/A	HVAC -	N/A	Electrical -	N/A	Masonry -	N/A	Geothermal - N/A	N/A
Name	City	License Number				Plumbing -		HVAC -		Electrical -		Masonry -		Geothermal - N/A	
Name	City	License Number				Plumbing -		HVAC -		Electrical -		Masonry -		Geothermal - N/A	
Name	City	License Number				Plumbing -		HVAC -		Electrical -		Masonry -		Geothermal - N/A	
Name	City	License Number				Plumbing -		HVAC -		Electrical -		Masonry -		Geothermal - N/A	



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

1/26/23

The following volunteers have been approved for Level 1 for the 2022-2023 school year.

- Andrew Bryant
- Robyn Hively
- Grant Thurman

EXECUTIVE APPROVED

SUPERINTENDENT - 12-1-23
DATE

BOARD CHAIRMAN - 12-1-23
DATE
Teresa Boston