

**Gibson County Special School District  
Board of Trustees**

**GCSSD Board of Trustees Regular Meeting  
Rutherford School Library  
October 12, 2021**

**Members**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

**Agenda Approval**

**ALC Report**

**Bullying/Harassment Report**

**Finance Reports**

**Juvenile Court Referrals**

**Maintenance/Technology Reports**

**Minutes Approval**

**Overnight Field Trips**

**Policy Revisions - Second Readings**

**RECOGNITION**

**PUBLIC COMMENT**

**REGULAR AGENDA**

**Board Self-Assessment**

**Extended Learning Positions**

**Policy Revisions**

**Director's Report**

**TSBA Leadership Conference & Annual Convention  
November 18th-21st - Nashville**

**ADJOURN**



# HARASSMENT/BULLYING REPORT

September 1, 2021 to September 30, 2021

**NOTE:** Totals YTD column represents the cumulative # of incidents' reported thus far.

	VERBAL INCIDENT	WRITTEN INCIDENT	TECHNOLOGY INCIDENT	PHYSICAL INCIDENT	TOTALS For Month	TOTALS YTD	Previous Year Total
DYER	0	0	0	0	0	0	0
GCHS	1	0	0	0	1	1	1
KENTON	0	0	0	0	0	0	0
SGCES	0	0	0	0	0	0	0
SGCMS	0	0	0	0	0	0	2
RUTHERFORD	0	0	0	0	0	0	0
SGCHS	0	0	0	0	0	1	1
SPRING HILL	0	0	0	0	0	0	1
YORKVILLE	0	0	0	0	0	0	0

VERBAL OR WRITTEN (classified as one of the following)

- Name calling
- Threatening
- Taunting/ridiculing
- Demeaning comments

TECHNOLOGY (classified as)

- Facebook Posting
- Instagram Pic
- Phone Texting
- Twitter Messages
- Snap Chat

PHYSICAL (classified as one of the following)

- Hitting/kicking/shoving/pushing
- Inappropriate touching
- Staring/Stalking
- Spitting

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/12/2021 9:17 AM  
**Run By:** Amy Santaniello  
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Bank Account: Farmers And Merchants Bank (Fund 141 Vendor) Account Number: 000000200379

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53412	9/1/2021	Ace Building Center	Vendor	Reconciled	\$5.79
53413	9/1/2021	Br Supply, Inc.	Vendor	Reconciled	\$2,101.27
53414	9/1/2021	Bulk Bookstore	Vendor	Reconciled	\$104.75
53415	9/1/2021	Carol Cunningham	Vendor	Reconciled	\$98.65
53416	9/1/2021	City Lumber Company	Vendor	Reconciled	\$6.39
53417	9/1/2021	Environ Pest Services	Vendor	Reconciled	\$300.00
53418	9/1/2021	Gibson County Federal Accounts	Vendor	Reconciled	\$5,628.52
53419	9/1/2021	Grant Writing Usa	Vendor	Outstanding	\$910.00
53420	9/1/2021	Lanae Hedstrom	Vendor	Reconciled	\$43.60
53421	9/1/2021	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$28.99
53422	9/1/2021	J.M. Roofing Company Llc	Vendor	Reconciled	\$405.00
53423	9/1/2021	Katrina Jetton	Vendor	Outstanding	\$55.59
53424	9/1/2021	Pearson Clinical Assessment	Vendor	Reconciled	\$202.20
53425	9/1/2021	Pitney Bowes	Vendor	Reconciled	\$168.42
53426	9/1/2021	Stanford Electric	Vendor	Reconciled	\$259.00
53427	9/1/2021	Tnrmt	Vendor	Reconciled	\$276.00
53428	9/1/2021	Victor's Landscaping	Vendor	Reconciled	\$5,200.00
53429	9/1/2021	Wal Mart Community	Vendor	Reconciled	\$319.54
53430	9/7/2021	Ace Building Center	Vendor	Reconciled	\$29.95
53431	9/7/2021	JOSEPH AGEE	Vendor	Reconciled	\$327.00
53432	9/7/2021	Alisha Bauman	Vendor	Reconciled	\$283.97
53433	9/7/2021	Amy M. Richardson	Vendor	Reconciled	\$234.90
53434	9/7/2021	Area Wide Communications	Vendor	Reconciled	\$322.00
53435	9/7/2021	RACHEL BEARDEN	Vendor	Reconciled	\$330.28
53436	9/7/2021	Br Supply, Inc.	Vendor	Reconciled	\$12,341.00
53437	9/7/2021	Tessa Buckingham	Vendor	Reconciled	\$686.70
53438	9/7/2021	Amanda Callins	Vendor	Reconciled	\$160.58

**Gibson County Special Schools**  
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Bank Account: Farmers And Merchants Bank (Fund 141 Vendor) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53439	9/7/2021	Logan Callins	Vendor	Reconciled	\$184.76
53440	9/7/2021	Gibson Connect, LLC	Vendor	Reconciled	\$524.73
53441	9/7/2021	Lisa Gildea	Vendor	Outstanding	\$91.56
53442	9/7/2021	Jackson Restaurant Supply, Inc.	Vendor	Reconciled	\$1,765.00
53443	9/7/2021	Jeremy Tate	Vendor	Reconciled	\$172.22
53444	9/7/2021	Ezra F Leslie	Vendor	Reconciled	\$195.11
53445	9/7/2021	Lowe's Credit Services	Vendor	Reconciled	\$922.14
53446	9/7/2021	Amy Powell	Vendor	Reconciled	\$174.40
53447	9/7/2021	Quill	Vendor	Reconciled	\$22.99
53448	9/7/2021	Renee Childs	Vendor	Reconciled	\$79.03
53449	9/7/2021	Samantha Litton	Vendor	Reconciled	\$179.85
53450	9/7/2021	Cynthia Smith	Vendor	Reconciled	\$87.20
53451	9/7/2021	Sowell Boys Paving (Dale Sowell)	Vendor	Reconciled	\$2,700.00
53452	9/7/2021	TATE'S KWIK STOP	Vendor	Reconciled	\$240.00
53453	9/7/2021	TeamViewer	Vendor	Reconciled	\$2,452.91
53454	9/7/2021	Teresa Newell	Vendor	Reconciled	\$252.88
53455	9/7/2021	Terri Mcdaniel	Vendor	Reconciled	\$245.80
53456	9/7/2021	Townsend Door & Hardware	Vendor	Reconciled	\$4,325.00
53457	9/7/2021	Trenton Floor Center	Vendor	Reconciled	\$150.00
53458	9/7/2021	Trox CDI Dallas LLC	Vendor	Reconciled	\$9,592.00
53459	9/7/2021	Usable Life Insurance	Vendor	Reconciled	\$558.50
53460	9/7/2021	Victoria Abbott	Vendor	Outstanding	\$91.56
53461	9/7/2021	Victory 93.7 Wtkb Fm	Vendor	Reconciled	\$200.00
53462	9/7/2021	Workcare Resources Inc,	Vendor	Reconciled	\$210.00
53463	9/7/2021	Brennan Lownsdale	Vendor	Reconciled	\$500.00
53464	9/7/2021	Cooperative Financial Solutions	Vendor	Reconciled	\$30,817.85
53465	9/7/2021	Damian Cox	Vendor	Reconciled	\$333.34
53466	9/7/2021	Eddie Pruett	Vendor	Reconciled	\$250.00

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Number	Date	Description	Check Type	Status	
53467	9/7/2021	Larry Flesher	Vendor	Reconciled	\$500.00
53468	9/7/2021	Food Rite	Vendor	Reconciled	\$21.85
53469	9/7/2021	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$28.99
53470	9/7/2021	J.D.Distributors, Inc.	Vendor	Reconciled	\$23.47
53471	9/7/2021	Jacob Cronin	Vendor	Reconciled	\$250.00
53472	9/7/2021	Kimatrius LynTre Jimmerson	Vendor	Outstanding	\$333.34
53473	9/7/2021	Keeling Company	Vendor	Reconciled	\$39.17
53474	9/7/2021	REBECCA LEE	Vendor	Outstanding	\$333.34
53475	9/7/2021	Jared Mallard	Vendor	Void	\$333.34
53476	9/7/2021	Natalie McCallum	Vendor	Outstanding	\$1,333.34
53477	9/7/2021	Robert McGregor	Vendor	Reconciled	\$166.66
53478	9/7/2021	Medina Auto Farm Supply	Vendor	Reconciled	\$1.96
53479	9/7/2021	Michael Moffatt	Vendor	Reconciled	\$1,666.66
53480	9/7/2021	Morris Painting And Repair	Vendor	Reconciled	\$1,111.20
53481	9/7/2021	Nexair	Vendor	Reconciled	\$65.25
53482	9/7/2021	Bryan Poole	Vendor	Reconciled	\$2,600.00
53483	9/7/2021	Amy Powell	Vendor	Reconciled	\$166.66
53484	9/7/2021	Steven E Rich	Vendor	Reconciled	\$666.66
53485	9/7/2021	School Mart	Vendor	Reconciled	\$425.00
53486	9/7/2021	Shearer Supply	Vendor	Reconciled	\$218.40
53487	9/7/2021	Stanford Electric	Vendor	Reconciled	\$306.75
53488	9/7/2021	The Tri City Reporter	Vendor	Reconciled	\$409.00
53489	9/7/2021	Volunteer Technology Systems	Vendor	Reconciled	\$439.60
53490	9/7/2021	Waste Management	Vendor	Reconciled	\$2,522.88
53491	9/7/2021	Jason White	Vendor	Outstanding	\$166.66
53492	9/8/2021	Denise Coleman	Vendor	Reconciled	\$141.40
53493	9/8/2021	Food Rite	Vendor	Reconciled	\$24.57
53494	9/8/2021	Johnna Hill	Vendor	Reconciled	\$64.33

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Number	Date	Description	Check Type	Status	
53495	9/8/2021	Sheila Phillips	Vendor	Reconciled	\$150.00
53496	9/8/2021	Tammie Floersh	Vendor	Reconciled	\$150.00
53497	9/8/2021	The Learning House/Uc	Vendor	Reconciled	\$193.32
53498	9/8/2021	Tn Dept Of Safety & Homeland Security	Vendor	Reconciled	\$770.00
53499	9/8/2021	COLLETTE WILSON	Vendor	Reconciled	\$148.24
53500	9/10/2021	Amanda Bell	Vendor	Reconciled	\$92.65
53501	9/10/2021	Barbara Buck	Vendor	Reconciled	\$111.00
53502	9/10/2021	Cdw Government	Vendor	Reconciled	\$4,635.66
53503	9/10/2021	Dollar General Corporation	Vendor	Reconciled	\$15.25
53504	9/10/2021	Ferguson Enterprises	Vendor	Reconciled	\$168.00
53505	9/10/2021	Franklin Marriott/Cool Springs	Vendor	Reconciled	\$531.36
53506	9/10/2021	Gchs Vocational Technical Center	Vendor	Reconciled	\$84.96
53507	9/10/2021	Gibson County High School	Vendor	Reconciled	\$300.00
53508	9/10/2021	Hilton Franklin Cool Springs	Vendor	Reconciled	\$405.00
53509	9/10/2021	Ryan McMackin	Vendor	Reconciled	\$174.40
53510	9/10/2021	Rabow's Septic Service (James Cooper)	Vendor	Reconciled	\$600.00
53511	9/10/2021	Scarlett Spencer	Vendor	Reconciled	\$81.75
53512	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Reconciled	\$44.34
53513	9/10/2021	Spring Hill School	Vendor	Reconciled	\$78.48
53514	9/10/2021	Stellar Therapy Services	Vendor	Reconciled	\$103.11
53515	9/10/2021	Tennessee Attendance Supervisors	Vendor	Reconciled	\$400.00
53516	9/10/2021	Tennessee Book Company	Vendor	Reconciled	\$3,570.00
53517	9/10/2021	Yorkville Elementary School	Vendor	Reconciled	\$109.25
53518	9/10/2021	Jackson Trailer Service	Vendor	Void	\$6,859.97
53518	9/10/2021	Jackson Trailer Service	Vendor	Void	\$6,859.97
53518	9/10/2021	Jackson Trailer Service	Vendor	Void	\$6,859.97
53518	9/10/2021	Jackson Trailer Service	Vendor	Reconciled	\$6,859.97
53518	9/10/2021	Jackson Trailer Service	Vendor	Void	\$6,859.97

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53519	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Void	\$228.95
53519	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Void	\$228.95
53519	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Void	\$228.95
53519	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Reconciled	\$228.95
53519	9/10/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Void	\$228.95
53520	9/13/2021	Frank Balton & Co	Vendor	Reconciled	\$11,425.00
53521	9/13/2021	Gibson County Bus Garage	Vendor	Reconciled	\$10,921.73
53522	9/13/2021	Nurses Professional Liability Ins.	Vendor	Reconciled	\$111.00
53523	9/13/2021	Trenton Special School District	Vendor	Reconciled	\$148.82
53524	9/13/2021	Wells Fargo Financial Leasing	Vendor	Reconciled	\$399.00
53525	9/14/2021	Cowart Reese Sargent, Cpas	Vendor	Reconciled	\$6,000.00
53526	9/14/2021	Gibson County Federal Accounts	Vendor	Reconciled	\$19,000.00
53527	9/14/2021	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$59.35
53528	9/14/2021	Modern Telephone Systems	Vendor	Reconciled	\$4,796.00
53529	9/14/2021	Pro-Ed	Vendor	Outstanding	\$72.60
53530	9/14/2021	Signature Public Funding Corp	Vendor	Reconciled	\$55,669.17
53531	9/15/2021	Alisha Owens	Vendor	Reconciled	\$24.00
53532	9/15/2021	Barron And Johnson	Vendor	Reconciled	\$450.00
53533	9/15/2021	Anthony Bogue	Vendor	Reconciled	\$24.00
53534	9/15/2021	Bsn Sports	Vendor	Reconciled	\$246.10
53535	9/15/2021	Gibson County High School	Vendor	Reconciled	\$3,000.00
53536	9/15/2021	Johnna Hill	Vendor	Reconciled	\$150.00
53537	9/15/2021	Reliable Poultry Supply	Vendor	Reconciled	\$10.89
53538	9/15/2021	Shawn Hampton	Vendor	Reconciled	\$24.00
53539	9/15/2021	Wal Mart Community	Vendor	Outstanding	\$30.11
53540	9/16/2021	Gibson County Federal Accounts	Vendor	Reconciled	\$4,108.27
53541	9/16/2021	Gibson County High School	Vendor	Reconciled	\$200.00
53542	9/16/2021	Mitzi Gilliam	Vendor	Outstanding	\$100.00

**Gibson County Special Schools**  
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Bank Account: Farmers And Merchants Bank (Fund 141 Vendor) Account Number: 000000200379  
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53543	9/16/2021	Hci Supply	Vendor	Reconciled	\$18.10
53544	9/16/2021	Kelly K. Samantha	Vendor	Reconciled	\$239.26
53545	9/16/2021	Lashlee-Rich, Inc	Vendor	Reconciled	\$691,596.00
53546	9/16/2021	Mary Gay London	Vendor	Reconciled	\$63.22
53547	9/16/2021	Amy Powell	Vendor	Reconciled	\$174.40
53548	9/16/2021	Rutherford Elementary School	Vendor	Reconciled	\$50.00
53549	9/16/2021	JADA SIMS	Vendor	Reconciled	\$26.16
53550	9/16/2021	SOUTH GIBSON COUNTY ELEMENTARY SCHOOL	Vendor	Reconciled	\$900.00
53551	9/16/2021	South Gibson County Middle School	Vendor	Reconciled	\$200.00
53552	9/16/2021	South Gibson Escrow	Vendor	Reconciled	\$36,399.00
53553	9/16/2021	United States Post Office	Vendor	Reconciled	\$386.00
53554	9/16/2021	Workcare Resources Inc,	Vendor	Reconciled	\$50.00
53555	9/16/2021	Yorkville Elementary School	Vendor	Reconciled	\$50.00
53556	9/17/2021	John Crenshaw	Vendor	Reconciled	\$542.40
53557	9/17/2021	Sarah Taylor	Vendor	Outstanding	\$443.26
53558	9/17/2021	Scott Jewell	Vendor	Outstanding	\$561.60
53559	9/17/2021	Terry Cunningham	Vendor	Reconciled	\$533.94
53560	9/17/2021	Copies Unlimited	Vendor	Outstanding	\$1,035.48
53561	9/17/2021	Eddie Pruett	Vendor	Outstanding	\$64.00
53562	9/17/2021	Hi-Tech Printing	Vendor	Outstanding	\$7,590.50
53563	9/17/2021	Cherie Hickman	Vendor	Outstanding	\$156.96
53564	9/17/2021	South Gibson County High Sch.	Vendor	Reconciled	\$5,000.00
53565	9/17/2021	South Gibson County Middle School	Vendor	Outstanding	\$1,750.00
53566	9/20/2021	Gibson County Federal Accounts	Vendor	Reconciled	\$7,084.48
53567	9/20/2021	Greater Gibson County Chamber Of Commerce	Vendor	Outstanding	\$155.00
53568	9/20/2021	PESG FACILITY SERVICES GROUP, LLC	Vendor	Outstanding	\$80,995.41
53569	9/20/2021	Pitney Bowes	Vendor	Reconciled	\$503.50
53570	9/20/2021	Quill	Vendor	Outstanding	\$1,254.84

**Gibson County Special Schools**  
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Number	Date	Description	Check Type	Status	
53571	9/20/2021	Scarlett Spencer	Vendor	Outstanding	\$294.04
53572	9/20/2021	Venita Conley	Vendor	Reconciled	\$213.33
53573	9/21/2021	General Sessions Clerk/Tom Jones	Vendor	Reconciled	\$315.23
53574	9/21/2021	Henry Co. General Sessions Court	Vendor	Reconciled	\$100.00
53575	9/21/2021	Tenn Child Support	Vendor	Reconciled	\$1,463.00
53576	9/21/2021	Cdw Government	Vendor	Reconciled	\$11,885.63
53577	9/21/2021	Jason Turner	Vendor	Outstanding	\$183.12
53578	9/21/2021	Quill	Vendor	Outstanding	\$197.24
53579	9/22/2021	Boston Mutual Whole Life	Vendor	Outstanding	\$195.02
53580	9/22/2021	Gibson County Imagination Library	Vendor	Reconciled	\$134.00
53581	9/22/2021	Gibson Education Association	Vendor	Outstanding	\$991.99
53582	9/22/2021	Legalshield	Vendor	Reconciled	\$189.35
53583	9/22/2021	Symetra National Life Insurance Company	Vendor	Reconciled	\$39.31
53584	9/22/2021	Tasc Pvr	Vendor	Reconciled	\$4,622.25
53585	9/22/2021	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS, INC	Vendor	Outstanding	\$2,198.89
53586	9/22/2021	TSACG	Vendor	Reconciled	\$13,406.55
53587	9/23/2021	Area Wide Communications	Vendor	Reconciled	\$170.00
53588	9/23/2021	Business Card	Vendor	Outstanding	\$677.22
53589	9/23/2021	Cdw Government	Vendor	Outstanding	\$87.30
53590	9/23/2021	Gibson County Federal Accounts	Vendor	Reconciled	\$134,419.65
53591	9/23/2021	J.D.Distributors, Inc.	Vendor	Reconciled	\$179.00
53592	9/23/2021	Ncs Pearson, Inc.	Vendor	Reconciled	\$0.04
53593	9/23/2021	Tennessee Tractor, Llc	Vendor	Outstanding	\$454.87
53594	9/23/2021	Verizon Wireless	Vendor	Reconciled	\$12.00
53595	9/23/2021	Business Card	Vendor	Outstanding	\$397.12
53596	9/24/2021	Business Card	Vendor	Outstanding	\$384.00
53597	9/24/2021	Boom Learning	Vendor	Outstanding	\$1,040.00
53598	9/24/2021	Business Card	Vendor	Outstanding	\$2,639.85

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Number	Date	Description	Check Type	Status	
53599	9/24/2021	Leitherland Family Care Clinic	Vendor	Outstanding	\$250.00
53600	9/24/2021	Medina Auto Farm Supply	Vendor	Reconciled	\$7.68
53601	9/24/2021	Veronica Minton	Vendor	Reconciled	\$112.00
53602	9/24/2021	Samantha Litton	Vendor	Reconciled	\$285.31
53603	9/24/2021	UNITED REFRIGERATION, INC	Vendor	Reconciled	\$279.94
53604	9/27/2021	Aflac	Vendor	Outstanding	\$406.44
53605	9/27/2021	Life Investors	Vendor	Outstanding	\$477.45
53606	9/27/2021	MANHATTANLIFE ASSURANCE COMPANY OF AMERIC	Vendor	Outstanding	\$414.36
53607	9/27/2021	Nglic	Vendor	Outstanding	\$20.84
53608	9/27/2021	Usable Life Insurance	Vendor	Outstanding	\$8,854.75
53609	9/27/2021	Usable Life Insurance	Vendor	Outstanding	\$7,523.98
53610	9/27/2021	Usable Life Insurance	Vendor	Outstanding	\$936.00
53611	9/27/2021	Alford's Tire Center	Vendor	Outstanding	\$50.95
53612	9/27/2021	Business Card	Vendor	Outstanding	\$653.59
53613	9/27/2021	Ena Services Llc	Vendor	Outstanding	\$17,240.40
53614	9/27/2021	Mike Ramsey	Vendor	Outstanding	\$316.67
53615	9/27/2021	School Specialty	Vendor	Outstanding	\$1,720.32
53616	9/27/2021	Stanford Electric	Vendor	Outstanding	\$154.91
53617	9/27/2021	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$519.14
53618	9/27/2021	Venita Conley	Vendor	Outstanding	\$23.08
53619	9/27/2021	Volunteer Technology Systems	Vendor	Outstanding	\$5,974.69
53620	9/27/2021	Wal Mart Community	Vendor	Outstanding	\$83.12
53621	9/27/2021	Workcare Resources Inc,	Vendor	Outstanding	\$70.00
53622	9/28/2021	Area Wide Communications	Vendor	Outstanding	\$197.26
53623	9/28/2021	Business Card	Vendor	Outstanding	\$201.13
53624	9/28/2021	Cantrell Commercial & Residential Lawn Service	Vendor	Outstanding	\$1,200.00
53625	9/28/2021	Cdw Government	Vendor	Outstanding	\$730.35
53626	9/28/2021	Ferguson Enterprises	Vendor	Outstanding	\$240.66

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Number	Date	Description	Check Type	Status	
53627	9/28/2021	Gibson Connect, LLC	Vendor	Outstanding	\$4,685.44
53628	9/28/2021	Kenton Chevrolet	Vendor	Outstanding	\$185.93
53629	9/28/2021	South Gibson County High Sch.	Vendor	Outstanding	\$77.98
53630	9/28/2021	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$78.83
53631	9/28/2021	Venita Conley	Vendor	Outstanding	\$26.16
53632	9/28/2021	Wal Mart Community	Vendor	Outstanding	\$8.00
53633	9/28/2021	Business Card	Vendor	Outstanding	\$120.45
53634	9/28/2021	Business Card	Vendor	Outstanding	\$6.00
53635	9/28/2021	Quill	Vendor	Outstanding	\$206.42
53636	9/28/2021	Verizon Wireless	Vendor	Outstanding	\$793.98
53637	9/28/2021	Victor's Landscaping	Vendor	Outstanding	\$3,900.00
53644	9/29/2021	Caymee Services	Vendor	Outstanding	\$39.00
53645	9/29/2021	Decker Equipment	Vendor	Outstanding	\$631.32
53646	9/29/2021	Dyer School	Vendor	Outstanding	\$159.96
53647	9/29/2021	J.C. Educational Supply	Vendor	Outstanding	\$867.00
53648	9/29/2021	Modern Telephone Systems	Vendor	Outstanding	\$425.00
53649	9/29/2021	Riverside Insights	Vendor	Outstanding	\$999.72
53650	9/29/2021	UNIVERSAL CONTRACTORS	Vendor	Outstanding	\$24,421.00
53651	9/30/2021	Kelli Elliott Barnes	Vendor	Outstanding	\$935.00
53652	9/30/2021	Carol Cunningham	Vendor	Outstanding	\$73.03
53653	9/30/2021	Ena Services Llc	Vendor	Outstanding	\$4,210.00
53654	9/30/2021	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$14.69
53655	9/30/2021	Johnson Equipment & Sales	Vendor	Outstanding	\$1,000.00
53656	9/30/2021	Lowe's Credit Services	Vendor	Outstanding	\$648.35
53657	9/30/2021	Michelle Goad	Vendor	Outstanding	\$324.82
53658	9/30/2021	Rory Hinson	Vendor	Outstanding	\$243.07
53659	9/30/2021	Scholastic Classroom Magazines	Vendor	Outstanding	\$695.75
53660	9/30/2021	Wilda Record	Vendor	Outstanding	\$184.76

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/12/2021 9:17 AM  
**Run By:** Amy Santaniello  
 Page 10 of 12

Bank Account: Farmers And Merchants Bank (Fund 141 Vendor)      Account Number: 000000200379  
 GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53661	9/30/2021	Workcare Resources Inc,	Vendor	Outstanding	\$35.00
53662	9/30/2021	Lowe's Credit Services	Vendor	Outstanding	\$65.17

**Totals for Vendor**

<b>Number of Checks:</b>	253
<b>Total Checks:</b>	\$1,377,561.17
<b>Reconciled Checks:</b>	\$1,147,284.42
<b>Outstanding Checks:</b>	\$201,587.73
<b>Void Checks:</b>	\$28,689.02

Gibson County Special Schools  
Bank Account Check Listing By Date

Run At: 10/12/2021 9:17 AM  
Run By: Amy Santaniello  
Page 11 of 12

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Bank Account: Farmers And Merchants Bank (Fund 141 Vendor)      Account Number: 000000200379  
GL Account: 141- -11130

**Totals for 141- -11130**

<b>Number of Checks:</b>	253
<b>Total Checks:</b>	\$1,377,561.17
<b>Reconciled Checks:</b>	\$1,147,284.42
<b>Outstanding Checks:</b>	\$201,587.73
<b>Void Checks:</b>	\$28,689.02

Gibson County Special Schools  
Bank Account Check Listing By Date

Run At: 10/12/2021 9:17 AM  
Run By: Amy Santaniello  
Page 12 of 12

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Bank Account: Farmers And Merchants Bank (Fund 141 Vendor)      Account Number: 000000200379

**Grand Totals**

<b>Number of Checks:</b>	253
<b>Total Checks:</b>	\$1,377,561.17
<b>Reconciled Checks:</b>	\$1,147,284.42
<b>Outstanding Checks:</b>	\$201,587.73
<b>Void Checks:</b>	\$28,689.02

Date/Time: 10/12/2021 8:53 AM

## Payments

Page 1 of 1

Payment Date	Payment Number	Vendor	Status	Payment Amount
9/16/2021	7089	Jackson Restaurant Supply, Inc.	Paid	\$1,124.00
9/16/2021	7091	Delaney Naffziger	Paid	\$59.68
9/16/2021	7092	NHA	Paid	\$1,940.00
9/16/2021	7094	Emily Pitt	Paid	\$132.98
9/16/2021	7086	Copies Unlimited	Paid	\$203.75
9/16/2021	7095	Quill	Paid	\$193.96
9/16/2021	7087	Cynthia Whitaker	Paid	\$28.34
9/16/2021	7097	Southern Office Support, Inc.	Paid	\$37.68
9/16/2021	7098	Ginger Whitworth	Paid	\$54.50
9/16/2021	7096	JADA SIMS	Paid	\$26.16
9/16/2021	7090	Jessica R. Cox	Paid	\$4,807.92
9/16/2021	7085	CLIA Laboratory Program	Paid	\$180.00
9/16/2021	7084	Carly Archie	Paid	\$77.39
9/16/2021	7088	Kaitlyn Hughes	Paid	\$53.41
9/16/2021	7093	Wilma Pickard	Paid	\$28.34

Date/Time: 10/12/2021 8:53 AM

## Payments

Page 1 of 1

Payment Date	Payment Number	Vendor	Status	Payment Amount
9/17/2021	7099	Veronica Minton	Paid	\$222.36
9/17/2021	7100	Quill	Paid	\$510.07

Date/Time: 10/12/2021 8:53 AM

Payments

Page 1 of 1

Payment Date	Payment Number	Vendor	Status	Payment Amount
9/27/2021	7101	Business Card	Paid	\$642.05
9/27/2021	7102	Business Card	Paid	\$5,528.62
9/27/2021	7103	Business Card	Paid	\$39.00

Date/Time: 10/12/2021 8:54 AM

## Payments

Page 1 of 1

Payment Date	Payment Number	Vendor	Status	Payment Amount
9/27/2021	7112	Stoelting Co.	Paid	\$724.02
9/27/2021	7111	Southern Office Support, Inc.	Paid	\$19.71
9/27/2021	7107	Quill	Paid	\$32.99
9/27/2021	7105	Kaitlyn Hughes	Paid	\$76.30
9/27/2021	7109	Megan Sanford	Paid	\$45.18
9/27/2021	7104	Business Card	Paid	\$83.64
9/27/2021	7113	Ginger Whitworth	Paid	\$70.31
9/27/2021	7106	Wilma Pickard	Paid	\$58.52
9/27/2021	7108	Megan Sanford	Paid	\$107.63
9/27/2021	7110	JADA SIMS	Paid	\$155.53

Date/Time: 10/12/2021 8:54 AM

## Payments

Page 1 of 1

Payment Date	Payment Number	Vendor	Status	Payment Amount
9/30/2021	7122	Wal Mart Community	Paid	\$106.79
9/30/2021	7119	Delaney Naffziger	Paid	\$10.90
9/30/2021	7114	Carly Archie	Paid	\$228.90
9/30/2021	7116	Gibson County School District/Gp Account	Paid	\$1,615.31
9/30/2021	7121	South Gibson County High Sch.	Paid	\$477.02
9/30/2021	7118	Lowe's	Paid	\$1,835.93
9/30/2021	7115	Business Card	Paid	\$1,608.60
9/30/2021	7120	Emily Pitt	Paid	\$124.81
9/30/2021	7123	WTHC ECC TRAINING CENTER	Paid	\$10.00
9/30/2021	7117	Henry Schein	Paid	\$6,942.68

Gibson County Special Schools  
Summary Financial Statement  
September 2021

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40130	Cir Clk/Clk & Master Collections-Pr Yr	50,000.00	(17,450.48)	34.90%	4,166.67	(5,569.02)	133.66%
40162	Payments In Lieu Of Taxes-Local	83,000.00	(3,313.17)	3.99%	6,916.67	(1,104.39)	15.97%
40210	Local Option Sales Tax	3,300,000.00	(667,306.75)	20.22%	275,000.00	(328,279.63)	119.37%
40350	Interstate Telecommunications Tax	20,000.00	(5,163.54)	25.82%	1,666.67	(2,772.25)	166.34%
40610	Current Property Tax	6,892,000.00	(9,363.54)	0.14%	574,333.33	(9,363.54)	1.63%
40620	Prior Year's Property Tax	165,000.00	(17,591.11)	10.66%	13,750.00	(35.10)	0.26%
40630	Interest And Penalty	20,000.00	(2,418.88)	12.09%	1,666.67	(836.02)	50.16%
41110	Marriage Licenses	900.00	(195.43)	21.71%	75.00	(89.22)	118.96%
43570	Receipts From Individual Schools	65,000.00	(4,150.99)	6.39%	5,416.67	(2,279.10)	42.08%
43990	Other Charges For Services	0.00	(716.11)	0.00%	0.00	(94.96)	0.00%
44110	Investment Income	20,000.00	(6,360.57)	31.80%	1,666.67	(1,071.76)	64.31%
44540	Sale Of Property	0.00	(137,475.00)	0.00%	0.00	0.00	0.00%
46511	Basic Education Program	23,661,000.00	(4,732,200.00)	20.00%	1,971,750.00	(2,366,100.00)	120.00%
46515	Early Childhood Education	412,187.00	(2,431.94)	0.59%	34,348.92	(2,431.94)	7.08%
46590	Other State Education Funds	602,053.55	(66,009.04)	10.96%	50,171.13	(41,474.41)	82.67%
46610	Career Ladder Program	45,500.00	0.00	0.00%	3,791.67	0.00	0.00%
<b>Total Revenues</b>		<b>35,336,640.55</b>	<b>(5,672,146.55)</b>	<b>16.05%</b>	<b>2,944,720.05</b>	<b>(2,761,501.34)</b>	<b>93.78%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(15,500,130.31)	1,634,468.93	10.54%	(1,291,677.53)	1,202,783.81	93.12%
71200	Special Education Program	(2,064,051.80)	181,872.28	8.81%	(172,004.32)	170,703.40	99.24%
71300	Career and Technical Education	(1,172,473.02)	153,739.11	13.11%	(97,706.09)	87,727.53	89.79%
72110	Attendance	(76,503.22)	17,993.70	23.52%	(6,375.27)	5,997.91	94.08%
72120	Health Services	(532,723.40)	24,483.24	4.60%	(44,393.62)	6,117.40	13.78%
72130	Other Student Support	(1,140,230.51)	120,986.83	10.61%	(95,019.21)	47,017.83	49.48%
72210	Regular Instruction Program	(1,256,962.37)	238,735.14	18.99%	(104,746.86)	99,361.31	94.86%
72220	Special Education Program	(285,589.50)	157,650.61	55.20%	(23,799.13)	13,368.65	56.17%
72230	Career and Technical Education	(5,000.00)	3,500.00	70.00%	(416.67)	0.00	0.00%
72250	EDUCATION TECHNOLOGY	(707,506.32)	236,094.41	33.37%	(58,958.86)	63,074.74	106.98%
72310	Board Of Education	(486,842.00)	190,952.13	39.22%	(40,570.17)	9,151.80	22.56%
72320	Office Of The Superintendent	(279,177.80)	66,519.70	23.83%	(23,264.82)	21,546.76	92.62%
72410	Office Of The Principal	(1,897,586.00)	380,858.03	20.07%	(158,132.17)	161,950.40	102.41%
72510	Fiscal Services	(242,994.44)	72,295.45	29.75%	(20,249.54)	15,016.89	74.16%
72610	Operation Of Plant	(2,212,694.00)	877,314.73	39.65%	(184,391.17)	385,497.27	209.06%
72620	Maintenance Of Plant	(759,149.59)	177,479.23	23.38%	(63,262.47)	57,121.22	90.29%
72710	Transportation	(1,191,263.80)	231,014.28	19.39%	(99,271.98)	19,473.21	19.62%
73400	Early Childhood Education	(412,187.00)	36,617.47	8.88%	(34,348.92)	32,399.57	94.32%
76100	Regular Capital Outlay	(1,239,881.47)	777,357.72	62.70%	(103,323.46)	8,065.11	7.81%

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Gibson County Special Schools  
 Summary Financial Statement  
 September 2021

User:  
 Date/Time:

Terry Cunningham  
 10/12/2021 8:48 AM  
 Page 2 of 2

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
82130	Education	(3,077,502.00)	45,878.38	1.49%	(256,458.50)	0.00	0.00%
82230	Education	(1,518,192.00)	759,468.92	50.02%	(126,516.00)	749,678.13	592.56%
	<b>Total Expenditures</b>	<b>(36,058,640.55)</b>	<b>6,385,280.29</b>	<b>17.71%</b>	<b>(3,004,886.71)</b>	<b>3,156,052.94</b>	<b>105.03%</b>
<b>Total</b>	<b>141</b> General Purpose School	<b>(722,000.00)</b>	<b>713,133.74</b>	<b>98.77%</b>	<b>(60,166.67)</b>	<b>394,551.60</b>	<b>655.76%</b>



**Gibson County Special School District**  
**Board of Trustees**  
**Regular Called Meeting**  
**Gibson County High School Library**  
**September 9, 2021**

Mr. Tom Lannom, Board Chairman, called the meeting to order. Members present were Scott Ball, Benny Boals John Campbell, Tom Lannom, Treva Maitland, Charles Scott and Eddie Watkins. Mr. Scott led in the Pledge of Allegiance. A motion was made by Mr. Watkins to approve the consent agenda, with a second by Mr. Boals. *Motion passed.* Mark Johnson was present as legal counsel.

**PUBLIC COMMENT:** None

**RECOGNITION:** None

**REGULAR AGENDA**

**Swearing in of Board Members**

Mr. Lannom, Board Chairman, swore in Mr. Boals and Mr. Watkins in as re-elected board members. They will represent District 6 and District 2, respectively, for the period of four years. *Procedure.*

**Board of Commitment of Office**

The board requested this “Commitment of Office” be read annually to be reminiscent of their duties to the students and citizens of this district, who elected them into these positions of honor. Mr. Lannom read the letter of commitment; the Board responded positively. *Procedure.*

**Election of School Board Officers**

Mr. Lannom opened the floor for nominations for **Board Chairman**. Mr. Boals nominated Mr. Lannom to keep the chairmanship position. A second was made by Mrs. Maitland. *Motion passed.*

Mr. Lannom opened the floor for nominations for **Vice-Chairman**. Mr. Campbell nominated Mr. Scott with a second by Mr. Boals. *Motion passed.*

Mr. Lannom opened the floor for nominations for **TLN Representative**. Mr. Scott nominated Mrs. Maitland, with a second by Mr. Lannom. *Motion passed.*

September 9, 2021  
Page 2

## Updating Board Members On-Line Profiles

Mr. Lannom encouraged the board members to update and send their profiles information to Mrs. Carol to update the website. New pictures will be made at the October 12<sup>th</sup> meeting at 6:15 pm, wear your blue GCSSD shirt. *Information.*

## Director Evaluation Recap

Mr. Pruett thanked the board for the feedback to assist him in his role as Director. The results on the Director's Evaluation Recap scored the highest with Board Relationship section at an average of 4.31 out of 5. Community Relationship was the lowest score on the evaluation at 3.86. Staff and Personnel Relationships averaged 4.20, Educational Leadership 4.6, and Business & Finance 4.29. The overall total average was 4.31. *Information.*

## Long & Short-Term Goals

Mr. Pruett is still waiting to see what our AMOs will be for the district. There were no long or short term goals discussed. *Information.*

## Director's Report

The **TSBA Fall District Meeting** has been changed to virtual meeting on Tuesday, September 21<sup>st</sup> at 5 – 6 pm. The website will be sent to you to join. *Information.*

Mr. Pruett presented the **COVID Update** within our school district. He noted the spike the south end of the district on the second week of school at 102 cases, 92 students and 10 staff. The numbers have evened out to currently 40, with 36 students and 4 staff. Mr. Pruett observed students at SGCES seem to be wearing more masks than other schools. He reported about 25% of students are wearing masks. *Information.*

Mr. Pruett presented **surplus item lists** from Dyer, South Gibson Co. Elementary and South Gibson Co. Middle Schools to approve as surplus. A motion was made by Mr. Lannom and seconded by Mr. Campbell to approve the three surplus lists. *Motion passed.*

Mr. Scott made a motion to adjourn the meeting.

Date Received in the District Office 8-12-2021

Board Approval Date \_\_\_\_\_

Over Night Trip  Yes  No

**FIELD TRIP REQUEST  
GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School Gibson Co. High School Date of Request 8-11-21

Teacher Sandy Whitley Class Beta Club

Number of Students Involved 30 Cost Per Student \$ 200<sup>00</sup> plus meals

Date of Trip 11-18 thru 11-20 Alternate Date None

Number of Buses Needed 1 Is Handicap bus required?  YES  NO

Has the Transportation Supervisor been contacted?  YES  NO

Personal Vehicles being used?  YES  NO

Proof of vehicle liability insurance on file at School?  YES  NO

Has the Cafeteria been contracted?  YES  NO

Has School Nurse been notified of Field Trip?  YES  NO

Total Number of Chaperones: Administrators \_\_\_\_\_ Teachers 3 Teacher Assistant \_\_\_\_\_  
Parents \_\_\_\_\_ Others \_\_\_\_\_

Destination: Gaylord Opryland Hotel

Time of Departure: 9:45 - 11/18 Time of Return: 4:00 - 11/20

Purpose of the Trip: Beta Convention

Field Trip Activities: Participate in various academic, art, and technology competitions

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_\_\_ Principal [Signature] Date 8/12/21

Approved  Disapproved \_\_\_\_\_ Supervisor [Signature] Date 8/12/21

Approved  Disapproved \_\_\_\_\_ Director of Schools Eddie Pruett Date 8/12/21

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED. FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup> DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA. REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

**FIELD TRIP REQUEST**  
**GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School SGCMS Date of Request August 2, 2021

Teacher Anna Moore Class Beta Club

Number of Students Involved 100 Cost Per Student \$250

Date of Trip Nov. 21-23 Alternate Date None

Number of Buses Needed 2 Is Handicap bus required? \_\_\_ YES  NO

Has the Transportation Supervisor been contacted?  YES \_\_\_ NO A. Casey driving

Personal Vehicles being used? \_\_\_ YES  NO

Proof of vehicle liability insurance on file at School? \_\_\_ YES \_\_\_ NO

Has the Cafeteria been contracted? \_\_\_ YES  NO

Has School Nurse been notified of Field Trip? \_\_\_ YES  NO

Total Number of Chaperones: Administrators 0 Teachers 2 Teacher Assistant \_\_\_  
Parents 10 Others \_\_\_

Destination: Opryland Hotel Nashville

Time of Departure: 10:00 am Time of Return: 4:00 pm

Purpose of the Trip: Beta convention

Field Trip Activities: Participate in convention activities

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_ Principal [Signature] Date 8/2/21

Approved  Disapproved \_\_\_ Supervisor Michelle Ford Date 9/7/21

Approved  Disapproved \_\_\_ Director of Schools Eddie Pruett Date 9/5/21

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED.**

**FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup>**

**DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA.**

**REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

**FIELD TRIP REQUEST  
GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School Yorkville School Date of Request 9/22/21

Teacher Amy Powell Class Beta Club

Number of Students Involved 11 Cost Per Student 125.00

Date of Trip 11/21/21-11/23/21 Alternate Date \_\_\_\_\_

Number of Buses Needed 1 Is Handicap bus required?  YES  NO

Has the Transportation Supervisor been contacted?  YES  NO

Personal Vehicles being used?  YES  NO

Proof of vehicle liability insurance on file at School?  YES  NO

Has the Cafeteria been contracted?  YES  NO

Has School Nurse been notified of Field Trip?  YES  NO

Total Number of Chaperones: Administrators \_\_\_\_\_ Teachers 1 Teacher Assistant \_\_\_\_\_  
Parents \_\_\_\_\_ Others \_\_\_\_\_

Destination: Gaylord Opryland Hotel and Convention Center

Time of Departure: 11/22/21 Time of Return: 11/23/21

Purpose of the Trip: Junior Beta Club State Convention

Field Trip Activities: Attached Itinerary

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved.)

Approved  Disapproved  Principal Marion Sewell Date 09-23-21

Approved  Disapproved  Supervisor Michelle Joud Date 9-29-21

Approved  Disapproved  Director of Schools Eddie Pruett Date 9/29/21

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED. FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup> DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA. REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Date Received in the District Office 9-30-2021

Board Approval Date \_\_\_\_\_

Over Night Trip  Yes  No

**FIELD TRIP REQUEST  
GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School South Gibson County High School Date of Request 9/28/21

Teacher Chelsea Matamoros Class Beta Club

Number of Students Involved ~50 Cost Per Student ~\$120

Date of Trip November 18-20, 2021 Alternate Date N/A

Number of Buses Needed 1 Is Handicap bus required?  YES  NO

Has the Transportation Supervisor been contacted?  YES  NO

Personal Vehicles being used?  YES  NO

Proof of vehicle liability insurance on file at School?  YES  NO

Has the Cafeteria been contracted? N/A YES  NO

Has School Nurse been notified of Field Trip?  YES  NO

Total Number of Chaperones: Administrators \_\_\_\_\_ Teachers 3 Teacher Assistant \_\_\_\_\_  
Parents \_\_\_\_\_ Others \_\_\_\_\_

Destination: Beta Convention; Opryland Hotel; Nashville, TN

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Purpose of the Trip: State Beta Club Convention

Field Trip Activities: Students will attend convention and compete in  
in various academic & service events. (See attached)

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_\_\_ Principal Rail Roque Date 9/29/21

Approved  Disapproved \_\_\_\_\_ Supervisor [Signature] Date 9/30/21

Approved  Disapproved \_\_\_\_\_ Director of Schools Eddie Pruett Date 9/30/21

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED.  
FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup>  
DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA.  
REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

Date Received in the District Office \_\_\_\_\_

Board Approval Date \_\_\_\_\_

Over Night Trip  Yes  No

**FIELD TRIP REQUEST  
GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School Gibson County High School Date of Request 9-29-21

Teacher Justin Lowery Class Golf

Number of Students Involved 1 Cost Per Student (Hotel, food)

Date of Trip 10-5-21 Alternate Date \_\_\_\_\_

Number of Buses Needed  Is Handicap bus required?  YES  NO

Has the Transportation Supervisor been contacted?  YES  NO

Personal Vehicles being used?  YES  NO

Proof of vehicle liability insurance on file at School?  YES  NO

Has the Cafeteria been contracted?  YES  NO

Has School Nurse been notified of Field Trip?  YES  NO

Total Number of Chaperones: Administrators \_\_\_\_\_ Teachers 1 Teacher Assistant \_\_\_\_\_  
Parents 1 Others \_\_\_\_\_

Destination: Sevierville Golf Course

Time of Departure: 8:00 am 10/5 Time of Return: 10:00 pm 10-8

Purpose of the Trip: Golf State Tournament

Field Trip Activities: Student + will play golf each day

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved)

Approved  Disapproved \_\_\_\_\_ Principal [Signature] Date 9/30/21

Approved  Disapproved \_\_\_\_\_ Supervisor [Signature] Date 10/1/21

Approved  Disapproved \_\_\_\_\_ Director of Schools Eddie Pruett Date 10/1/21

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED.  
FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup>  
DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA.  
REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

[Signature] 9/29/21

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Emergency Closings</b>	Descriptor Code: <b>1.8011</b>	Issued Date: <b>06/25/20</b>
		Rescinds: <b>1.8011</b>	Issued: <b>06/13/96</b>

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public  
3 health emergency, or any other emergency which presents a threat to the safety of students, staff  
4 members, or school property.<sup>1</sup>

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media  
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools  
8 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities  
9 in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire  
12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically  
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not  
14 exceed the number of days budgeted for each employee.

15 During such emergencies, the Director of Schools may designate certain employees as essential. Such  
16 employees shall work as directed by the Director of Schools, whether that is by physical appearance at  
17 work or teleworking under Policy 5.1151. Essential employees must use leave to be excused from work  
18 absent special permission as determined by the Director of Schools/designee.

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Legal References

- 1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-.02(1)(b)

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Cross References

- Emergency Preparedness Plan 3.202
- Telework During Emergencies 5.1151

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Emergency Closings</b>	Descriptor Code: <b>1.8011</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a public  
3 health emergency, or any other emergency which presents a threat to the safety of students, staff  
4 members, or school property.<sup>1</sup>

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media  
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of Schools  
8 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities  
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12 district, the Director of Schools is authorized to continue to pay employees who are not able to physically  
13 report for duty as a result. These employees shall receive their regular wages. Such payments shall not  
14 exceed the number of days budgeted for each employee.

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Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); TCA 58-2-101; Public Acts of 2021, Chapter No. 96

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Cross References

- Emergency Preparedness Plan 3.202  
Telework During Emergencies 5.1151

<b>Gibson County Board of Education</b>			
<b>Monitoring:</b> <b>Review: Annually, in September</b>	<b>Descriptor Term:</b> <b>Bids and Quotations</b>	<b>Descriptor Code:</b> <b>2.806</b>	<b>Issued Date:</b> <b>10/12/17</b>
		<b>Rescinds:</b> <b>2.806</b>	<b>Issued:</b> <b>08/07/08</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five  
 2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.<sup>1</sup>  
 3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school  
 4 system. However, said newspaper advertisement may be waived by the purchasing agent in an  
 5 emergency. The purchasing agent shall advertise for bids and receive quotations.<sup>2</sup>

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

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

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

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

16 **EXEMPTIONS FROM COMPETITIVE BIDDING<sup>3</sup>**

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

20 Insurance purchased through a plan authorized and approved by an organization of governmental  
 21 entities representing cities and counties shall also be exempted.<sup>4</sup>

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Legal References

1. TCA 49-2-203(a)(3)
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
3. TCA 64-4-115
4. TCA 29-20-407

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Cross References

Conflict of Interest 5.601

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

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five  
 2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.<sup>1</sup>  
 3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school  
 4 district. The purchasing agent shall advertise for bids and receive quotations. The advertisement may be  
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6 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,  
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 8 least three (3) competitive bids.<sup>2</sup>

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

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 18 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
 19 basis of recognized competence and integrity.<sup>4</sup>

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

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Legal References

- 1. TCA 49-2-203(a)(3); Public Acts of 2021, Chapter No. 310
- 2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
- 3. TCA 49-2-203(a)(3)(C)
- 4. TCA 12-3-1209; TCA 12-4-107
- 5. TCA 29-20-407

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Cross References

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

<b>Gibson County Board of Education</b>			
<b>Monitoring:</b> <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <b style="font-size: 1.5em;">Security</b>	<b>Descriptor Code:</b> <b>3.205</b>	<b>Issued Date:</b> <b>06/13/96</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 The director of schools shall establish procedures as required to adequately protect school property which  
2 shall include, but not be limited to:
- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
  - 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
5 facilities or equipment without appropriate faculty supervision;
  - 6 3. Controlling the issuance of building keys and master keys; and
  - 7 4. Developing programs which contribute to the proper care and use of school facilities and  
8 equipment.
- 9 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.
- 10 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,  
11 building damage and illegal entry.
- 12 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press  
13 charges against perpetrators of vandalism against school property.

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Cross References

Visitors to the Schools 1.501  
Care of School Property 6.311

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*<sup>1</sup>

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

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

11 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,  
12 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than  
13 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The  
14 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director  
15 of Schools shall report all signing of such complaints to the Board.

16 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

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

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

- 22 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,  
23 regulations, and rules of the Peace Officer Standards and Training Commission at the time of  
24 assignment and remain compliant throughout his/her assignment.
- 25 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
26 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall

1 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
 2 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>3</sup>

3 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is  
 4 subject to that agency's direction, control, supervision, and discipline.

5 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of  
 6 the Director of Schools.

7 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement  
 8 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall  
 9 include, but not be limited to, the following:

- 10 a. Representing and carrying out the policies of the law enforcement agency assigning the  
 11 SROs;  
 12 b. Supervising the SROs in the performance of their duties;  
 13 c. Consulting with the Director of Schools regarding the best use of the available resources  
 14 for school policing; and  
 15 d. Resolving disputes between the SROs and students or staff members.

16 6. The MOU may be effective for any length of time, including continuing until terminated by the  
 17 parties, and may contain any reasonable notice requirement for the termination of the MOU.  
 18 However, the MOU shall contain a provision allowing the Director of Schools to suspend the  
 19 active participation of any SROs in the event that the Director of Schools believes that such  
 20 suspension is best for the health, safety, or wellbeing of the students or staff members.

## 21 **CYBERSECURITY<sup>4</sup>**

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

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### Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

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### Cross References

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

<b>Gibson County Board of Education</b>			
<b>Monitoring:</b> <b>Review: Annually, in October</b>	<b>Descriptor Term:</b> <b>Energy Use and Conservation</b>	<b>Descriptor Code:</b> <b>3.211</b>	<b>Issued Date:</b> <b>01/09/14</b>
		<b>Rescinds:</b>	<b>Issued:</b>

**1 PURPOSE**

2 The Gibson County Special School District Board of Education is responsible for the efficient use of  
3 all natural resources required by the District. In keeping with this responsibility, the District shall  
4 provide leadership in developing a realistic energy use ethic, by increasing awareness of energy needs  
5 and their associated costs in the operation of District facilities, in order to conserve on energy while  
6 maintaining a comfortable environment.

**7 STATEMENT OF POLICY**

8 The District's success in achieving an effective energy use, conservation and efficiency program  
9 requires and depends upon cooperation at all levels. Therefore, every employee, student, school  
10 volunteer and contractor is expected to contribute to and actively participate in the District's energy  
11 conservation and 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  
18 conservation 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.

24 The District's Director of Schools or designee shall develop, in cooperation with and with assistance  
25 from such others as may be necessary, and shall thereafter disseminate, the appropriate short and long  
26 range administrative guidelines or regulations necessary to implement and administer the District's  
27 energy awareness, management and conservation programs.

1 The Director of Schools shall monitor compliance with the following:

2 (1) Maintenance of the learning environment shall always take precedence over energy  
3 conservation measures;

4 (2) District shall strive for continuing compliance with the most recent adoption of the American  
5 Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards 90.1  
6 (minimum standard for energy efficiency), 62.1 (minimum standard for indoor air quality) and  
7 55 (minimum standard for human comfort).

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>New Project Planning</b>	Descriptor Code: <b>3.211</b>	Issued Date:
		Rescinds:	Issued:

1 **SELECTION OF ARCHITECT<sup>1</sup>**

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 ENGINEER<sup>1</sup>**

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.<sup>2</sup> 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 ACCESSIBILITY<sup>3</sup>**

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply  
13 with state and federal requirements regarding building accessibility.

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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)

# Gibson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Access to Private Facilities</b>	Descriptor Code: <b>3.220</b>	Issued Date:
		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.<sup>1</sup>
  
- 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.<sup>1</sup>
  
- 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

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Summer School</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>06/13/96</b>
		Rescinds:	Issued:

1 Summer schools shall be organized and operated as a part of the public school program, shall be under  
 2 the control and management of the Board, and shall comply with rules and regulations of the State  
 3 Board of Education.<sup>1</sup>

4 The summer school program, subject to annual approval by the Board of Trustees, shall provide  
 5 opportunities for remedial instruction at the elementary level, review and limited regular courses at the  
 6 secondary level, and special programs funded by the state and/or federal grants.

7 No class shall be taken for the first time during a summer school session unless the student has  
 8 maintained a cumulative grade point average of at least 3.0 or its equivalent. Students who have a  
 9 cumulative grade point average of at least 2.0 or its equivalent may take courses required for  
 10 graduation for the first time during a summer school session upon the recommendation of the principal  
 11 of the school which the student regularly attends.

12 No more than two (2) units shall be earned during any summer school session.

13 All summer school classes shall meet on school property, and any exceptions must be approved by the  
 14 Board. The library, laboratories, and other facilities shall be made available to all students enrolled in  
 15 the summer school program.

16 The Board shall annually determine the tuition rates.<sup>2</sup>

17 Three (3) unexcused absences in any course offered during summer school renders a student ineligible  
 18 to receive credit in that course.

19 Absences shall be classified as either excused or unexcused as determined by the principal or his/her  
 20 designee. Excused absences shall include:

- 21 1. Personal illness;
- 22 2. Illness of an immediate family member;
- 23 3. Death in the family;
- 24 4. Extreme weather conditions;
- 25 5. Religious observances; and
- 26 6. Circumstances which in the judgment of the principal or his/her designee create emergencies  
 27 over which the student has no control.

Legal References

- 1. TRR/MS 0520-01-03-.03(7)(a)
- 2. TCA 49-6-3003

<h2 style="margin: 0;">Gibson County Board of Education</h2>			
<b>Monitoring:</b> <b>Review: Annually, in November</b>	<b>Descriptor Term:</b> <h3 style="margin: 0;">Summer Instructional Programs</h3>	<b>Descriptor Code:</b> <b>4.204</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1    *General*

2    The following programs will be made available to students:<sup>1,2</sup>

- 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.<sup>3</sup>

14    **SUMMER PROGRAMMING<sup>2</sup>**

15    The Director of Schools shall present a recommended summer programming plan to the Board each  
16    year, no later than May each year, 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 REQUIREMENTS<sup>2</sup>**

- 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.

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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

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Cross References

Extended Contracts 5.112

## Gibson County Board of Education

Monitoring:  Review: <b>Annually, in November</b>	Descriptor Term:  <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>12/13/18</b>
		Rescinds: <b>4.206</b>	Issued: <b>04/12/18</b>

- 1 The homebound instruction program is for students who because of a medical condition are unable to  
 2 attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3)  
 3 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.
- 4 To qualify for this program, a student shall have a medical condition that will require the student to be  
 5 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)  
 6 instructional days for a student who has a chronic medical condition. The student shall be certified by a  
 7 physician as having a medical condition that prevents him/her from attending the regular instructional  
 8 program. The services provided to the homebound student shall reflect the student's capabilities and be  
 9 determined by the homebound instructor, after consultation with appropriate professional staff of the  
 10 student's assigned school.
- 11 Recertification shall be obtained after the expiration of each period of homebound instruction if the  
 12 student's physician certifies, in writing, that the student has a medical condition that prevents him/her  
 13 from returning to the regular instructional program.

---

#### Legal References

1. TCA 49-10-1101; Public Acts of 2018, Chapter No. 625, TRR/MS 0520-01-02-.10

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#### Cross References

- Student Communicable Diseases 6.403  
 Acquired Immune Deficiency Syndrome 6.404

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date:
		Rescinds:	Issued:

1 The homebound instruction program is for students who because of a medical condition are unable to  
2 attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3)  
3 hours of instruction per week while school is in session for a period of time determined, on a case-by-  
4 case basis, by the district.

5 To qualify for this program, a student shall have a medical condition that will require the student to be  
6 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)  
7 instructional days for a student who has a chronic medical condition. The student shall be certified by  
8 his/her treating physician as having a medical condition that prevents him/her from attending regular  
9 classes. The services provided to the homebound student shall reflect the student’s capabilities and be  
10 determined by the homebound instructor, after consultation with appropriate professional staff of the  
11 student’s assigned school.

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

15 **COVID-19 QUARANTINE<sup>2</sup>**

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

---

Legal References

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

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Cross References

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

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Gibson County Special School District virtual education program is a course or series of courses  
 3 offered by a school district to provide students a broader range of educational opportunities through the  
 4 use of technology. Utilizing this program is temporary and shall not replace a student’s regular  
 5 instructional program.<sup>1</sup>

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
 7 state law.<sup>2</sup>

8 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 11 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 12 13 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 14 15 4. Continuity of educational service for students enrolled in an alternative school.<sup>6</sup>

16 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

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

- 20 1. Attendance;
- 21 22 2. Grades;
- 23 24 3. Technology survey; and
- 25

26 **ATTENDANCE**

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

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

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

## 11 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

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

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

- 16 1. Notification of parent/guardian;
- 17 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
18 academic performance; and  
19  
20

## 21 **ENROLLMENT AGREEMENT**

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

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### 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

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### Cross References

Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

<b>Gibson County Board of Education</b>			
Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state  
 3 law.<sup>1</sup>

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

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
 9 factually and medically accurate, include the following:<sup>2</sup>

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

- 1        9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 2        The family life education program shall be reviewed annually to ensure that the prohibited items of
- 3        instruction, as provided for in state law,<sup>3</sup> are not included in the curriculum.

#### 4        **TRAINING ON INSTRUCTION**

- 5        Personnel providing family life instruction shall receive training prior to presenting such instruction.
- 6        Personnel shall conduct such instruction with maturity and discretion.

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#### 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)

**Gibson County Board of Education**

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>12/14/17</b>
		Rescinds: <b>4.301</b>	Issued: <b>10/10/13</b>

- 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 of  
3 the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup>
- 4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
5 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport  
6 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/  
7 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is  
8 approved by the board, provided the team's school reimburses the board for mileage.
- 9 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
10 of athletics.<sup>2</sup>
- 11 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
12 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
13 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.
- 14 Prior to participation in interscholastic athletics, every student must complete an annual physical  
15 examination.<sup>3</sup> The parents/guardians of each student shall be responsible for covering the cost of the  
16 examination, and these records shall be on file in the principal's office. It shall be the responsibility of  
17 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating  
18 in interscholastic athletics.
- 19 No principal or teacher of any school under the control of the board shall dismiss his/her school or any  
20 group of students for the purpose of attending the practice of any interscholastic sport during the school  
21 day without written permission from the board. This does not prevent the inclusion of regular physical  
22 training lessons in the daily school program.<sup>4</sup>
- 23 Students shall not be required to attend a school athletic event, or event related to participation on a  
24 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
25 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days  
26 prior to the event.<sup>5</sup>
- 27 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
28 tolerate hazing activities.<sup>6</sup>

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Legal References

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. Public Acts of 2017, Chapter No. 260
6. TCA 49-2-120

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Cross References

Student Insurance Program 3.601  
Extracurricular Activities 4.300  
Attendance 6.200

# PROPOSED POLICY

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

29 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending  
30 the practice of any interscholastic sport during the school day without written permission from the  
31 Board.<sup>7</sup> This does not prevent regular physical training lessons in the daily school program.

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

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

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

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

#### 13 **PROHIBITION AGAINST HAZING**

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

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#### Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

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#### Cross References

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

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>09/12/19</b>
		Rescinds: <b>4.605</b>	Issued: <b>04/12/18</b>

1    *General*

2    The program of studies shall include areas required by the State Board of Education.

3    Before high school graduation, every student shall:<sup>1</sup>

- 4        1. Achieve the specified twenty-two (22) units of credit;
- 5
- 6        2. Take the required end-of-course exams;
- 7
- 8        3. Have satisfactory records of attendance and conduct;
- 9
- 10       4. Take the ACT or SAT prior to graduation;<sup>2</sup> and
- 11
- 12       5. Pass a United States civics test.<sup>3</sup>

13   **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

14   Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a  
15   regular high school diploma.

16   Students who have received the below diplomas shall continue to make progress towards a regular high  
17   school diploma until the end of the school year in which they turn twenty-two (22) years old.

18   *Special Education Diploma*

19   A special education diploma shall be awarded to students who have not met the requirements for a regular  
20   high school diploma<sup>5</sup> but have:

- 21       1. Completed four (4) years of high school;
- 22
- 23       2. Made satisfactory progress on their IEP; and
- 24
- 25       3. Maintained satisfactory records of attendance and conduct.

26   *Occupational Diploma*

27   Special education students who do not meet the requirements for a regular high school diploma may be  
28   awarded an occupational diploma if the student has:<sup>1,4</sup>

- 1 1. Completed at least four (4) years of high school;
- 2
- 3 2. Made satisfactory progress on their IEP;
- 4
- 5 3. Maintained satisfactory records of attendance and conduct;
- 6
- 7 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 8 (SKEMA); and
- 9
- 10 5. Has two (2) years of paid or non-paid work experience.

11 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
12 year or two (2) academic years prior to the expected graduation date.

### 13 *Alternate Academic Diploma*

14 Special education students who do not meet the requirements for a regular high school diploma may be  
15 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 16 1. Completed at least four (4) years of high school;
- 17
- 18 2. Participated in the high school alternate assessment;
- 19
- 20 3. Earned the prescribed twenty-two (22) credit minimum;
- 21
- 22 4. Made satisfactory progress on their IEP;
- 23
- 24 5. Maintained satisfactory records of attendance and conduct; and
- 25
- 26 6. Completed a transition assessment that measures postsecondary education and training,
- 27 employment, independent living, and community involvement.

### 28 **STUDENT LOAD**

29 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
30 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal  
31 this requirement to the Director of Schools and then to the Board.<sup>6</sup>

### 32 **EARLY GRADUATION<sup>7</sup>**

33 High school students shall be permitted to complete an early graduation program. Students intending to  
34 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
35 soon thereafter as the intent is known.

36 In order to graduate early, students shall meet the following requirements:

- 37 1. Earn the required eighteen (18) credits;
- 38

- 1        2. Achieve a benchmark score for each required end-of-course exam;
- 2
- 3        3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 4
- 5        4. Meet the minimum ACT or SAT benchmark score;
- 6
- 7        5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 8
- 9        6. Complete at least two (2) types of the following courses:
- 10
- 11            a. AP;
- 12            b. IB;
- 13            c. Dual enrollment; or
- 14            d. Dual credit.

15        The Director of Schools shall develop administrative procedures to ensure that the early graduation  
16        program is conducted in accordance with state law.

---

#### Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

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#### Cross References

Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>09/12/19</b>
		Rescinds: <b>4.605</b>	Issued: <b>04/12/18</b>

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- 24
- 25 3. Maintained satisfactory records of attendance and conduct.

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- 2
- 3 2. Made satisfactory progress on their IEP;
- 4
- 5 3. Maintained satisfactory records of attendance and conduct;
- 6
- 7 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 8 (SKEMA); and
- 9
- 10 5. Has two (2) years of paid or non-paid work experience.

11 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
12 year or two (2) academic years prior to the expected graduation date.

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- 19
- 20 3. Earned the prescribed twenty-two (22) credit minimum;
- 21
- 22 4. Made satisfactory progress on their IEP;
- 23
- 24 5. Maintained satisfactory records of attendance and conduct; and
- 25
- 26 6. Completed a transition assessment that measures postsecondary education and training,
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36 In order to graduate early, students shall meet the following requirements:

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- 38

- 1        2. Achieve a benchmark score for each required end-of-course exam;
- 2
- 3        3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 4
- 5        4. Meet the minimum ACT or SAT benchmark score;
- 6
- 7        5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 8
- 9        6. Complete at least two (2) types of the following courses:
- 10
- 11            a. AP;
- 12            b. IB;
- 13            c. Dual enrollment; or
- 14            d. Dual credit.
- 15        The Director of Schools shall develop administrative procedures to ensure that the early graduation
- 16        program is conducted in accordance with state law.

---

#### Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

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#### Cross References

Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>10/11/18</b>
		Rescinds: <b>5.106</b>	Issued: <b>03/13/14</b>

## 1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed  
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal  
4 history background checks and fingerprinting of applicants for teaching positions and any other positions  
5 that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of Schools shall also  
6 check the applicant's license status in the State Board of Education's database to determine if there is a  
7 hold on that applicant's license, and if so, the reasoning behind the hold.<sup>2</sup>

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

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.  
12 The Board shall reimburse the applicant if a position is offered and accepted.<sup>4</sup>

### 13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along  
15 with references from persons such as previous employers, college professors, and supervisors of student  
16 teachers. Other information shall include whether such applicant has been dismissed for cause from a  
17 school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall provide  
18 evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach from the State Board of Education;<sup>6</sup>
- 21 2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse,  
22 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the  
23 health, safety, or welfare of children;<sup>7</sup>
- 24 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
25 of Health;<sup>7</sup>
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any  
27 contagious or communicable disease in such form that might endanger the health of school  
28 children;<sup>8</sup>

- 1 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee
- 2 and of the United States of America;<sup>9</sup>
- 3 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 4 employment for cause; or
- 5 7. Who does not receive a satisfactory background check.<sup>10</sup>

#### 6 *Support Employees*

7 No person shall be employed:

- 8 1. Who has any contagious or communicable disease in such form that might endanger the health
- 9 of the children;<sup>8</sup>
- 10 2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse,
- 11 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the
- 12 health, safety, or welfare of children;<sup>7</sup>
- 13 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 14 of Health;<sup>7</sup>
- 15 4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
- 16 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 17 employment for cause; or
- 18 6. Who does not receive a satisfactory background check.<sup>10</sup>

### 19 **EMPLOYMENT**

#### 20 *Professional Employees*

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

#### 23 *Initial Employment*

24 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and  
25 conditions of employment. Upon receipt of employment notification, such person shall have fourteen  
26 (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written  
27 acceptance, such person is considered to be under employment with the system and is subject to all  
28 rights, privileges, and duties.

#### 29 *Support Employees*

30 After checking references and receiving written recommendations from principals and/or supervisors,  
31 the Director of Schools shall hire and assign qualified applicants.

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**Legal References**

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

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**Cross References**

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

<h2 style="margin: 0;">Gibson County Board of Education</h2>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date:
		Rescinds:	Issued:

1    **APPLICATION**

2    An individual desiring a position shall make application to the Director of Schools on forms developed  
 3    by his/her office. To ensure the safety and welfare of students and staff, the district shall require  
 4    criminal history background checks and fingerprinting of applicants for teaching positions and any  
 5    other positions that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of  
 6    Schools shall also check the applicant’s license status in the State Board of Education’s database to  
 7    determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.<sup>2</sup>

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

11    Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
 12    applicant. The Board shall reimburse the applicant if a position is offered and accepted.<sup>4</sup>

13    *Professional Employees*

14    The application shall include a transcript of credits earned at the colleges or universities attended along  
 15    with references from persons such as previous employers, college professors, and supervisors of  
 16    student teachers. Other information shall include whether such applicant has been dismissed for cause  
 17    from a school district.<sup>5</sup> If previously employed by a local board of education, the applicant shall  
 18    provide evidence of acceptable resignation.

19    No person shall be employed:

- 20        1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board  
 21        of Education;<sup>6</sup>
- 22        2. Who has been identified by the Department of Children’s Services as a perpetrator of child  
 23        abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat  
 24        to the health, safety, or welfare of children;<sup>7</sup>
- 25        3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department  
 26        of Health;<sup>7</sup>
- 27        4. Who does not present a physician's certificate showing a satisfactory health record or has any  
 28        contagious or communicable disease in such form that might endanger the health of school  
 29        children;<sup>8</sup>
- 30        5. Who refuses to take and subscribe to an oath to support the Constitution of the State of  
 31        Tennessee and of the United States of America;<sup>9</sup>

- 1           6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
2           employment for cause; or  
3           7. Who does not receive a satisfactory background check.<sup>10</sup>

4    *Support Employees*

5    No person shall be employed:

- 6           1. Who has any contagious or communicable disease in such form that might endanger the health  
7           of school children;<sup>8</sup>  
8           2. Who has been identified by the Department of Children's Services as a perpetrator of child  
9           abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat  
10          to the health, safety, or welfare of children;<sup>7</sup>  
11          3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
12          of Health;<sup>7</sup>  
13          4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>  
14          5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
15          employment for cause; or  
16          6. Who does not receive a satisfactory background check.<sup>10</sup>

17   **EMPLOYMENT**

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

20    *Initial Employment for Professional Employees*

21    The Director of Schools shall notify such person, in writing, of the offer and conditions of  
22    employment. Upon receipt of employment notification, such person shall respond within the timeline  
23    established by state law.<sup>12</sup> From the date of the written acceptance, such person is considered to be  
24    under employment with the district and is subject to all rights, privileges, and duties.

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**Legal References**

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

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**Cross References**

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

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>04/12/18</b>
		Rescinds: <b>5.802</b>	Issued: <b>05/13/02</b>

1 **QUALIFICATIONS**

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

6 **REPORTS TO:** The Board of Education

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

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

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned  
13 by the board. The director of schools may delegate these duties together with appropriate authority but  
14 may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those  
18 board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for board approval and implements those  
20 plans when approved.
- 21 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters  
22 requiring board action, including all facts, information, options, and reports needed to assure  
23 informed decisions. Provides advice and counsel to the board on matters before it.
- 24 4. Attends all regular and special meetings of the board and keeps a complete and accurate record  
25 of the proceedings of all meetings of the board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.  
27 Recommends policies or courses of staff action.

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

## 10 **Financial Management**

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

## 20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the board and shown on the system  
22 organization chart. Lines of authority shall not restrict the practical working relationships of all  
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and  
25 recommends to the board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-  
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action  
29 to the board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the board relating to personnel  
33 matters to all and receives employees' communications to be made to the board.

1 7. Evaluates principals annually.

2 8. Informs the Office of Educator Licensing of licensed educators who have been suspended or  
3 dismissed, or who have resigned, following allegations of conduct which, if substantiated, would  
4 warrant consideration for license suspension or revocation. The report shall be submitted within  
5 thirty (30) days of the suspension, dismissal, or resignation.<sup>2</sup>

## 6 **Instructional Leadership**

7 1. Serves as the chief school executive. Ensures the development and maintenance of a positive  
8 educational program designed to meet the needs of the community and to carry out the policies  
9 of the board. Ensures that a system of thorough and efficient education, as defined by state law,  
10 is available to all students.

11 2. Recommends to the board for its adoption all courses of study, curriculum guides, and major  
12 changes in tests and time schedules to be used in the schools.

13 3. Oversees the timely revisions of all curriculum guides and courses of study.

14 4. Develops guidelines and direction for monitoring the effectiveness of existing and new  
15 programs.

16 5. Conducts a periodic audit of the total school program and advises the board of recommendations  
17 for the educational advancement of the schools.

18 6. Seeks out available sources for grant funding to support programs and projects.

19 7. Ensures that the goals of the school system are adequately reflected in its educational program  
20 and operations.

## 21 **Community/Public Relations**

22 1. Promotes community support of the schools. Interprets district programs and services, reports,  
23 plans, events, and activities of interest and solicits community opinions regarding school and  
24 educational issues.

25 2. Identifies available community resources and links to social service agencies that support  
26 education and healthy child development.

27 3. Develops strategies to promote parental involvement in their student's education and provides  
28 opportunities for parent-teacher interaction.

29 4. Maintains contact and good relations with local media. Acts as the board's spokesperson.

30 5. Ensures that the district interests will be represented in meetings and activities of municipal and  
31 other governmental agencies.

32 6. Represents the school system and its interests in community organizations, activities, and  
33 projects.

- 1 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
- 2 and the director of schools. Salary to be determined by the board.
- 3 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
- 4 and the board's policy on evaluation of the director of schools.
- 5 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
- 6 level of work being performed by the person assigned to this position. They are not intended to be a
- 7 complete list of responsibilities, duties, and skills required of personnel so assigned.

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**Legal References**

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2)

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**Cross References**

Evaluation of the Director of Schools 5.803

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <h3 style="text-align: center; margin: 0;">Qualifications and Duties of the Director of Schools</h3>	Descriptor Code: <b>5.802</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1    **QUALIFICATIONS**

- 2        1. A professional educator's license
- 3
- 4        2. A master's degree in education with a preference for a doctorate degree
- 5
- 6        3. Three (3) years of successful experience in school administration
- 7
- 8        4. Such other qualifications as the Board deems desirable

9    **REPORTS TO:** The Board of Education

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

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

13   **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall  
14   extend to all activities of the district, to all phases of the educational program, to all aspects of the  
15   financial operation, to all facility management, and to the conduct of such other duties as may be assigned  
16   by the Board. The Director of Schools may delegate these duties together with appropriate authority but  
17   may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

18   **ESSENTIAL FUNCTIONS**

19   *General Administrative*

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

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

#### 12 *Financial Management*

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

#### 22 *Personnel Administration*

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

- 1       6. Communicates directly, or through delegation, all actions of the Board relating to personnel  
2       matters to all and receives employees' communications to be made to the Board.
- 3       7. Evaluates principals annually.
- 4       8. Informs the Office of Educator Licensing of licensed educators or educators who have a  
5       temporary teaching permit who have been suspended or dismissed, who have resigned,  
6       following allegations of conduct, including sexual misconduct, which, if substantiated, would  
7       warrant consideration for license suspension, revocation, or formal reprimand or who have been  
8       convicted of a felony. The report shall be submitted within thirty (30) days of the suspension,  
9       dismissal, or resignation or of receiving knowledge of the felony conviction.<sup>2</sup>

#### 10    *Instructional Leadership*

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

#### 25    *Community/Public Relations*

- 26       1. Promotes community support of the schools. Interprets district programs and services, reports,  
27       plans, events, and activities of interest and solicits community opinions regarding school and  
28       educational issues.
- 29       2. Identifies available community resources and links to social service agencies that support  
30       education and healthy child development.
- 31       3. Develops strategies to promote parental involvement in their student's education and provides  
32       opportunities for parent-teacher interaction.
- 33       4. Maintains contact and good relations with local media.

1 5. Ensures that the district interests will be represented in meetings and activities of municipal and  
2 other governmental agencies.

3 6. Represents the school district and its interests in community organizations, activities, and  
4 projects.

5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board  
6 and the Director of Schools. Salary to be determined by the Board.

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

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

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);  
Public Acts of 2021, Chapter No. 211

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Cross References

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

## Gibson County School District

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Advanced College Placement</b>	Descriptor Code: <b>4.203</b>	Issued Date: <b>06/13/96</b>
		Rescinds:	Issued:

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

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#### Legal References

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

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually in January</b>	Descriptor Term:  <b>Teacher Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: <b>10/12/17</b>
		Rescinds: <b>5.117</b>	Issued: <b>08/13/15</b>

1 *General*

2 To attain tenure status,<sup>1</sup> a teacher must: (1) meet tenure eligibility requirements; (2) be recommended by  
3 the director of schools; and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY<sup>2</sup>**

5 Teachers that meet the following requirements are eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has  
7 the equivalent amount of training established and is licensed by the state board of education;
- 8 2. Holds a valid teacher license issued by the state board of education, based on training  
9 covering the subjects or grades taught;
- 10 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)  
11 months within the last seven-year period, the last two (2) years being employed in a regular  
12 teaching position rather than an interim teaching position; and
- 13 4. Has received evaluations demonstrating an overall performance effectiveness level of “above  
14 expectations” or “significantly above expectations” as provided in the evaluation guidelines  
15 adopted by the state board of education, during the last two (2) years of the probationary  
16 period.

17 **ACQUISITION OF TENURE STATUS**

18 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for  
19 tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.<sup>3</sup>

20 The following additional guidelines shall apply:

- 21 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample time  
22 to provide notice of non-renewal to each teacher not recommended for tenure within five (5)  
23 business days following the last instructional day for the school year.<sup>4</sup>

1 2. The decision to grant tenure is solely within the discretion of the board.<sup>5</sup> Only those teachers who  
2 receive a majority vote of the membership of the board will be granted tenure.<sup>6</sup>

3 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond  
4 the current contract year.<sup>7</sup>

#### 5 **TEACHER RETURNING TO EMPLOYMENT**

6 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year  
7 probationary period upon reemployment, unless the probationary period is waived by the board upon  
8 request of the director of schools. Upon completion of the two-year period, the teacher shall either be  
9 recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the  
10 teacher shall be dismissed.<sup>7</sup>

#### 11 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM<sup>8</sup>**

12 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another  
13 school system to begin employment in the Gibson County Special School System shall serve the regular  
14 probationary period. The board, upon the recommendation of the director of schools, may waive the  
15 probationary period and grant tenure status or shorten the probationary period.

16 If a nontenured teacher with fewer than five (5) years of service transfers from another school system,  
17 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when  
18 service in both school systems is counted.

19 All tenure decisions made under this section are subject to the requirements concerning overall teacher  
20 performance effectiveness levels.

#### 21 **TEACHER RETURNING TO PROBATIONARY STATUS<sup>9</sup>**

22 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall  
23 performance effectiveness level of “below expectations” or “significantly below expectations” shall be  
24 returned to probationary status by the director of schools until the teacher has received two (2)  
25 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above  
26 expectations” or “significantly above expectations.”

27 When a teacher who has returned to probationary status has received two (2) consecutive years of  
28 evaluations demonstrating an overall performance effectiveness level of “above expectations” or  
29 “significantly above expectations,” the teacher is again eligible for tenure and shall be either  
30 recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher  
31 shall be dismissed if tenure is denied by the board.

32 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

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Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually in January</b>	Descriptor Term:  <b>Teacher Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 To attain tenure status,<sup>1</sup> a teacher shall: (1) meet tenure eligibility requirements; (2) be renewed and  
3 recommended by the Director of Schools; and (3) receive a majority vote of the Board.

4 **TENURE ELIGIBILITY<sup>2</sup>**

5 A teacher that meets the following requirements is eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has  
7 the equivalent amount of training established and is licensed by the State Board of Education;  
8
- 9 2. Holds a valid teacher license issued by the State Board of Education, based on training  
10 covering the subjects or grades taught;
- 11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)  
13 months within the last seven-year period with the last two (2) years being employed in a regular  
14 teaching position rather than an interim teaching position; and  
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above  
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines  
18 adopted by the State Board of Education, during the last two (2) years of the probationary  
19 period.

20 If a teacher has met all other requirements for tenure eligibility but has not acquired an official  
21 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable  
22 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available  
23 evaluation scores achieved during the probationary period to become eligible for tenure.<sup>3</sup>

24 **ACQUISITION OF TENURE STATUS**

25 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for  
26 tenure or nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.<sup>4</sup>

27 The following additional guidelines shall apply:

- 28 1. The Director of Schools will recommend teachers eligible for tenure at a board meeting in ample  
29 time to send notice of non-renewal to each teacher not recommended for tenure within five (5)

1 business days following the last instructional day for the school year.<sup>5</sup>

2  
3 2. The decision to grant tenure is solely within the discretion of the Board.<sup>6</sup> Only those teachers who  
4 receive a majority vote of the membership of the Board will be granted tenure.<sup>7</sup>

5  
6 3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired beyond  
7 the current contract year.<sup>4</sup>

## 8 **TEACHER RETURNING TO EMPLOYMENT**

9 A teacher who has acquired tenure status in the school district and later resigns shall serve a two-year  
10 probationary period upon reemployment, unless the probationary period is waived by the Board upon  
11 request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be  
12 recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the Board,  
13 the teacher shall be dismissed.<sup>8</sup>

## 14 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT<sup>9</sup>**

15 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another  
16 school district to begin employment in the Gibson County Special School District shall serve the regular  
17 probationary period. The Board, upon the recommendation of the Director of Schools, may waive the  
18 probationary period and grant tenure status or shorten the probationary period.

19 If a nontenured teacher with fewer than five (5) years of service transfers from another school district,  
20 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when  
21 service in both school districts is counted.

22 All tenure decisions made under this section are subject to the requirements concerning overall teacher  
23 performance effectiveness levels.

## 24 **TEACHER RETURNING TO PROBATIONARY STATUS<sup>10</sup>**

25 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall  
26 performance effectiveness level of “below expectations” or “significantly below expectations” shall be  
27 returned to probationary status by the Director of Schools until the teacher has received two (2)  
28 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above  
29 expectations” or “significantly above expectations.”

30 When a teacher who has returned to probationary status has received two (2) consecutive years of  
31 evaluations demonstrating an overall performance effectiveness level of “above expectations” or  
32 “significantly above expectations,” the teacher is again eligible for tenure and shall be either  
33 recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher  
34 shall be dismissed if tenure is denied by the Board.<sup>4</sup>

35 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

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**Legal References**

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session  
Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No.  
378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

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**Cross References**

Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>09/12/19</b>
		Rescinds: <b>5.200</b>	Issued: <b>12/14/17</b>

**1 SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend  
7 a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of  
8 suspension.

**9 SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided  
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;  
13 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five  
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be  
15 represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated,  
17 the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay  
18 is deemed to be an appropriate penalty.

**19 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>4</sup>**

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than  
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,  
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension  
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice  
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the  
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after  
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from  
30 the list maintained by the Board.

1 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as  
2 impartial hearing officers as defined under Tennessee law.

3 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the  
4 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of  
5 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following  
6 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any  
7 prehearing conference may be conducted by telephone if each participant has an opportunity to  
8 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered  
9 to issue appropriate orders and to regulate the conduct of the proceedings.

10 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)  
11 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.  
12 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,  
13 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the  
14 receipt of the notice of appeal.

15 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.  
16 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.  
17 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend  
18 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the  
19 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse  
20 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the  
21 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall  
22 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery  
23 court for its review.

## 24 RESIGNATION

25 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable  
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
28 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 30 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
31 statement of a physician approved by the Board;
- 32 2. The drafting of the teacher in to military service by a selective service board; or
- 33 3. The release by the Board of the teacher from the contract that the teacher has entered into with  
34 the Board.

35 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
36 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
37 Failure to render such notice may be considered a breach of contract.<sup>7</sup>

1 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
2 the State Board of Education and request the suspension of a teacher's license. After the State Board of  
3 Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of  
4 Education may suspend the license for no less than thirty (30) days and no more than three hundred  
5 sixty-five (365) days.<sup>8</sup>

## 6 **RETIREMENT**

7 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from  
8 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to  
9 retire at any age according to the provisions of the retirement system.

10 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the  
11 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee  
12 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
13 teacher to file for benefits.

14 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
15 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
16 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
17 to substitute teach.<sup>9</sup>

18 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
19 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
20 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>10</sup>

- 21 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
22 individuals are available to fill the position;
- 23 2. The Commissioner of Education shall certify that the employing school district serves an area  
24 that lacks qualified teachers to serve in the position to be filled;
- 25 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 26 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
27 receive medical insurance coverage; and
- 28 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
29 Board for teachers with no experience filling similar positions or more than eighty-five percent  
30 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
31 years of experience filling similar positions.

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**Legal References**

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2019, Chapter No. 248
9. TCA 8-36-805
10. TCA 8-36-821

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**Cross References**

Public Hearings 1.401  
Recommendations and File Transfers 5.203

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date:
		Rescinds:	Issued:

1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend  
7 a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of  
8 suspension.

9 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided  
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;  
13 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five  
14 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be  
15 represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the  
17 tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is  
18 deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>4</sup>**

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than  
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,  
22 and shall be signed by the party or parties making the charges.

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension  
24 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice  
25 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the  
26 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after  
28 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from  
30 the list maintained by the Board.

1 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as  
2 impartial hearing officers as defined under Tennessee law.

3 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the  
4 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of  
5 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following  
6 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any  
7 prehearing conference may be conducted by telephone if each participant has an opportunity to  
8 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered  
9 to issue appropriate orders and to regulate the conduct of the proceedings.

10 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)  
11 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.  
12 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,  
13 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the  
14 receipt of the notice of appeal.

15 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.  
16 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.  
17 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend  
18 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the  
19 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse  
20 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the  
21 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall  
22 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery  
23 court for its review.

## 24 RESIGNATION

25 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable  
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
28 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 30 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
31 statement of a physician approved by the Board; or
- 32 2. The release by the Board of the teacher from the contract that the teacher has entered into with  
33 the Board.

34 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
35 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
36 Failure to render such notice may be considered a breach of contract.<sup>7</sup>

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
38 the State Board of Education and request the suspension of a teacher's license. After the State Board of

1 Education has provided the teacher an opportunity for defense during a hearing, the State Board of  
2 Education may suspend the license for no less than thirty (30) days and no more than three hundred  
3 sixty-five (365) days.<sup>8</sup>

#### 4 **RETIREMENT**

5 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from  
6 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to  
7 retire at any age according to the provisions of the retirement system.

8 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the  
9 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee  
10 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
11 teacher to file for benefits.

12 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
13 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
14 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
15 to substitute teach.<sup>9</sup>

16 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
17 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
18 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>10</sup>

- 19 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
20 individuals are available to fill the position;
- 21 2. The Commissioner of Education shall certify that the employing school district serves an area  
22 that lacks qualified teachers to serve in the position to be filled;
- 23 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 24 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
25 receive medical insurance coverage; and
- 26 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
27 Board for teachers with no experience filling similar positions or more than eighty-five percent  
28 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
29 years of experience filling similar positions.

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**Legal References**

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
9. TCA 8-36-805
10. TCA 8-36-821

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**Cross References**

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

<b>Gibson County Board of Education</b>			
<b>Monitoring:</b> <b>Review: Annually, in January</b>	<b>Descriptor Term:</b> <b>Separation Practices for Non- Tenured Teachers</b>	<b>Descriptor Code:</b> <b>5.201</b>	<b>Issued Date:</b> <b>01/09/20</b>
		<b>Rescinds:</b> <b>5.201</b>	<b>Issued:</b> <b>09/12/19</b>

1     **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2     The Director of Schools may suspend a teacher at any time that may seem necessary, pending  
3     investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation  
4     is not the subject of an ongoing criminal investigation or a Department of Children's Services  
5     investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6     not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend  
7     a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full  
8     salary for the period of suspension.

9     **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

10    The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
11    unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided  
12    with written notice, including the reasons for the suspension along with an explanation of the evidence;  
13    (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested  
14    within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties  
15    may be represented by counsel at the conference, which shall be recorded.

16    Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If  
17    reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension  
18    without pay is deemed to be an appropriate penalty.

19    **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

20    The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher  
21    during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect  
22    of duty after giving the non-tenured teacher, in writing, due notice of the charges.

23    A Non-Tenured Teacher who has been given notice of the charges against him/her may within thirty  
24    (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a  
25    hearing before an impartial hearing officer.

26    The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
27    hear the case, and the teacher shall have the right to:

- 28        1. Be represented by counsel;
- 29
- 30        2. Call and subpoena witnesses;
- 31

1           3. Examine all witnesses; and

2  
3           4. Require that all testimony be given under oath.

4 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
5 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal  
6 the decision to the Board within ten (10) working days of the hearing officer rendering the written  
7 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.  
8 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the  
9 proceedings, transcript, documentary, and other evidence presented and provide the Board a copy of the  
10 same.

11 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in  
12 the same manner as the non-tenured teacher.

13 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may  
14 appear in person or be represented by counsel and argue why the decision should be modified or reversed.  
15 The Board shall take one of the following actions:

16           1. Sustain the decision;

17  
18           2. Send the record back if additional evidence is necessary; or

19  
20           3. Revise the penalty or reverse the decision.

21 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in  
22 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days  
23 after the conclusion of the hearing.

24 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may  
25 appeal to the chancery court in the county where the school district is located. The Board shall provide  
26 the entire record of the hearing to the court.

## 27 **NONRENEWAL**

28 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of  
29 employment enjoyed by tenured teachers except that they have no claim upon continuing employment  
30 or tenure protections.

31 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-  
32 tenured teacher and providing assistance for overcoming these deficiencies.

33 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their  
34 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,  
35 the following action shall be taken:

36           1. The Board shall be notified at the next regular board meeting; and

- 1           2. Written notice of non-renewal shall be hand delivered or sent to the teacher by registered mail so  
2           that it will be received by the teacher within five (5) business days following the last instructional  
3           day for the school year.<sup>3</sup>

#### 4   **RESIGNATION**

5   A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
6   effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days notice requirement and  
7   permit a teacher to resign in good standing.

8   The conditions under which it is permissible to break a contract with the Board are as follows:<sup>5</sup>

- 9           1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
10          statement of a physician approved by the Board;
- 11           2. The drafting of a teacher into military service by a selective service board; and
- 12           3. The release by the Board of the teacher from the contract which the teacher has entered into with  
13          the Board.
- 14           3. The release by the Board of the teacher from the contract which the teacher has entered into with  
15          the Board.

16   Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
17   date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
18   Failure to render such notice may be considered a breach of contract.<sup>6</sup>

19   Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
20   the State Board of Education and request the suspension of a teacher's license. After the State Board of  
21   Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of  
22   Education may suspend the license for no less than thirty (30) days and no more than three hundred  
23   sixty-five (365) days.<sup>7</sup>

#### 24   **RETIREMENT**

25   Retirement is a termination of services under conditions which will allow the teacher to draw benefits  
26   from retirement plans and/or Social Security benefits.

27   Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the  
28   retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,  
29   it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from  
30   the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility  
31   of the retiring teacher to file for benefits.

32   Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
33   loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
34   Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
35   to substitute teach.<sup>8</sup>

- 1 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
 2 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
 3 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>9</sup>
- 4 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
 5 individuals are available to fill the position;
  - 6  
 7 2. The Commissioner of Education shall certify that the employing school district serves an area  
 8 that lacks qualified teachers to serve in the position to be filled;
  - 9  
 10 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
  - 11  
 12 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
 13 receive medical insurance coverage; and
  - 14  
 15 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
 16 Board for teachers with no experience filling similar positions or more than eighty-five percent  
 17 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
 18 years of experience filling similar positions.
- 19 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*  
 20 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*  
 21 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

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 Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4); Public Acts of 2019, Chapter No.  
248
8. TCA 8-36-805
9. TCA 8-36-821

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 Cross References

- Public Hearings 1.401  
 Recommendations and File Transfers 5.203

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non- Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date:
		Rescinds:	Issued:

1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend  
7 a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full  
8 salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

10 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided  
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;  
13 (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested  
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties  
15 may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If  
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension  
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher  
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect  
22 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

23 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
24 before an impartial hearing officer.

25 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
26 hear the case, and the teacher shall have the right to:

- 27 1. Be represented by counsel;
- 28
- 29 2. Call and subpoena witnesses;
- 30

1 3. Examine all witnesses; and

2  
3 4. Require that all testimony be given under oath.

4 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
5 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal  
6 the decision to the Board within ten (10) working days of the hearing officer rendering the written  
7 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.  
8 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the  
9 proceedings, including all transcripts and evidence, documentary or otherwise, and provide the Board a  
10 copy of the same.

11 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in  
12 the same manner as the non-tenured teacher.

13 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may  
14 appear in person or be represented by counsel and argue why the decision should be modified or reversed.  
15 The Board shall take one of the following actions:

16 1. Sustain the decision;

17  
18 2. Send the record back if additional evidence is necessary; or

19  
20 3. Revise the penalty or reverse the decision.

21 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in  
22 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days  
23 after the conclusion of the hearing.

24 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may  
25 appeal to the chancery court in the county where the school district is located. The Board shall provide  
26 the entire record of the hearing to the court.

## 27 **NONRENEWAL**

28 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of  
29 employment enjoyed by tenured teachers except that they have no claim upon continuing employment  
30 or tenure protections.

31 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-  
32 tenured teacher and providing assistance for overcoming these deficiencies.

33 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their  
34 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,  
35 the following action shall be taken:

36 1. The Board shall be notified at the next regular board meeting; and

- 1           2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,  
2           or by email within five (5) business days following the last instructional day for the school year.<sup>3</sup>

### 3   **RESIGNATION**

4   A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
5   effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days notice requirement and  
6   permit a teacher to resign in good standing.

7   The conditions under which it is permissible to break a contract with the Board are as follows:<sup>5</sup>

- 8           1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
9           statement of a physician approved by the Board; or  
10  
11          2. The release by the Board of the teacher from the contract which the teacher has entered into with  
12          the Board.

13   Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
14   date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
15   Failure to render such notice may be considered a breach of contract.<sup>6</sup>

16   Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
17   the State Board of Education and request the suspension of a teacher's license. After the State Board of  
18   Education has provided the teacher an opportunity for defense during a hearing, the State Board of  
19   Education may suspend the license for no less than thirty (30) days and no more than three hundred  
20   sixty-five (365) days.<sup>7</sup>

### 21   **RETIREMENT**

22   Retirement is a termination of services under conditions which will allow the teacher to draw benefits  
23   from retirement plans and/or Social Security benefits.

24   Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the  
25   retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,  
26   it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from  
27   the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility  
28   of the retiring teacher to file for benefits.

29   Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
30   loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
31   Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
32   to substitute teach.<sup>8</sup>

33   The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
34   as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
35   not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>9</sup>

- 1 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
2 individuals are available to fill the position;
- 3
- 4 2. The Commissioner of Education shall certify that the employing school district serves an area  
5 that lacks qualified teachers to serve in the position to be filled;
- 6
- 7 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 8
- 9 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
10 receive medical insurance coverage; and
- 11
- 12 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
13 Board for teachers with no experience filling similar positions or more than eighty-five percent  
14 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
15 years of experience filling similar positions.

16 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*  
17 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*  
18 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

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**Legal References**

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409; Public Acts of 2021, Chapter No. 378
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b); Public Acts of 2021, Chapter No.  
493
8. TCA 8-36-805
9. TCA 8-36-821

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**Cross References**

- Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

# Gibson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>11/12/19</b>
		Rescinds: <b>6.200</b>	Issued: <b>09/12/19</b>

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

3 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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

12 Student attendance records shall be given the same level of confidentiality as other student records.  
13 Only authorized school officials with legitimate educational purposes may have access to student  
14 information without the consent of the student or parent/guardian.<sup>3</sup>

15 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
16 Excused absences shall include:<sup>4</sup>

- 17 1. Personal illness/injury;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;<sup>5</sup>
- 22 6. Pregnancy;
- 23 7. School endorsed activities;

1 8. Summons, subpoena, or court order; or

2 9. Circumstances which in the judgment of the principal create emergencies over which the  
3 student has no control.

4 The principal shall be responsible for ensuring that:<sup>6</sup>

5 1. Attendance is checked and reported daily for each class;

6 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for  
7 the majority of the day;

8 3. All student absences are verified;

9 4. Written excuses are submitted for absences and tardiness; and

10 5. System-wide procedures for accounting and reporting are followed.

## 11 **TRUANCY**

### 12 *General*

13 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that  
14 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
15 school day in order to be counted present. Students may attend part-time days, alternating days, or for a  
16 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
17 considered present for school attendance purposes. If a student is required to participate in a remedial  
18 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)  
19 and the school system provides transportation, unexcused absences from these programs shall be  
20 reported in the same manner.<sup>7</sup>

21 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major  
22 portion of any class study hall or activity during the school day for which the student is scheduled.

23 Tardiness is also considered a form of truancy. Every 3rd tardy will equal one (1) unexcused absence  
24 from school and count towards the five (5) unexcused absences allowed per year. A student is considered  
25 tardy when he/she is not present at the beginning of the school day, or misses any part of the school day.

26 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
27 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
28 absence. If a parent does not provide documentation within five school days to excuse those absences,  
29 or request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
30 intervention plan described below prior to referral to juvenile court. The director of schools/designee  
31 shall also comply with state law regarding the reporting of truant students to the proper authorities.

32 The director of schools/designee shall develop appropriate administrative procedures to implement this  
33 policy.

1 Students participating in school - sponsored activities whether on - or off-campus shall not be counted  
2 absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed,  
3 and teacher-supervised.

4 All missed class work or tests may be made up if the student makes the request immediately upon  
5 returning to school and if class time is not taken from other students.

6 The following notes will be used to excuse student absences: (1) maximum of five (5) parent notes per  
7 year; 2) doctor; and 3) funeral Home. A parent note is considered used when a student misses a partial  
8 or full day and returns with a written note from parent/guardian excusing them from the absence.

9 *Progressive Truancy Intervention Plan*<sup>8</sup>

10 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
11 framework outlined below.

12 **Tier I**

- 13 1. After 3 unexcused or 5 total absences (at the Principal's discretion\*\*) a meeting will be set up  
14 with parent/guardian and student.
- 15 2. A contract with student expectations will be discussed and signed by parent/guardian and student  
16 to ensure that all parties understand what is expected moving forward and what the next steps  
17 will be for continued absences. The contract shall include:
- 18 a. A specific description of the school's attendance expectations for the student;
  - 19 b. The period for which the contract is effective. The term of the contract must not exceed  
20 ninety (90) school days or continue beyond the last day of the semester, whichever comes  
21 first; and
  - 22 c. Penalties for additional absences and alleged school offenses, including additional  
23 disciplinary action and potential referral to juvenile court; and
  - 24 d. Regularly scheduled follow-up meetings and/or phone calls to discuss the student's  
25 progress.
- 26 3. If parent/guardian fail to attend this meeting, the principal will sign the contract and the office  
27 staff will make another attempt to get parent/guardian's signature. If no signature is acquired,  
28 the contract will be sent via certified mail becoming effective immediately.
- 29 4. If the student accumulates additional unexcused absences in violation of the attendance  
30 contract, he/she shall be subject to the additional tiers.

31 **Tier II**

- 32 1. An Individualized Intervention and Assessment Program will be initiated with parents and  
33 student to try and help improve attendance.
- 34 2. This assessment may result in a referral to counseling, community-based services, or other  
35 services to address the student's attendance problems.  
36

- 1 3. After 5 unexcused or 8 total absences a letter from the Central Office will be sent notifying  
2 parent/guardian of their child's continued attendance problem.

3 **Tier III**

4 After 5 unexcused absences the Attendance Supervisory Team will make a home visit to discuss  
5 continued absences from school and let the parent/guardian know that a Truancy Petition to Juvenile  
6 Court will be the next step if any more unexcused absences are accrued. Other potential penalties may  
7 include, but are not limited to the following:

8 1. Social Probation:

- 9 a. After School Hours - the student will not be allowed to perform in or attend any after  
10 school extra-curricular activities. This includes athletic events, band or music  
11 performance of any kind, dances, Prom, club meetings or events. Student is not to be on  
12 school property during after school hours unless enrolled in the after school tutoring  
13 program, etc.  
14 b. During School Hours - The student will not be allowed to attend any type of reward  
15 program, reward field trip, or pep rallies.

16 2. School Based Community Service - this will be required by both parent/guardian and student  
17 outside of regular school hours.

18 3. Participation in a restorative justice program

19 4. Saturday courses

20 5. Counseling

21 **\*\* Principal' s discretion:** if the principal is aware of a situation that is causing absences that cannot  
22 be avoided then they can excuse the student and there will be no cause for a contract at that time.

23 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

24 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
25 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
26 absences each school year. No later than seven (7) business days prior to the student's absence, the  
27 student shall provide documentation to the school as proof of the student's participation along with a  
28 written request for the excused absence from the student's parent/guardian. The request shall include  
29 the following:

- 30 1. Student's name and personal identification number;  
31  
32 2. Student's grade;  
33  
34 3. The dates of the student's absence;  
35

1 4. The reason for the student's absence; and  
2

3 5. The signatures of the student and parent/guardian.

#### 4 **RELEASED TIME COURSE**<sup>10</sup>

5 A principal/designee may excuse a student to attend a course in religious moral instruction for up to  
6 one (1) class period per school day. Students shall not be excused during any class which requires an  
7 examination for state or federal accountability purposes.

8 The student shall submit a written consent form signed by the student's parent/guardian prior to  
9 participation in the released time course. The principal/designee shall document the approval in  
10 writing. The student shall provide documentation to the principal/designee as proof of the student's  
11 participation in the released time course.

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

13 Upon submission of the student's transcript from the entity that provided the released time course, the  
14 student may be awarded one-half (1/2) unit of elective credit.

15 The Director of Schools shall develop procedures with secular criteria for determining whether credit  
16 shall be awarded.

#### 17 **STATE-MANDATED ASSESSMENT**

18 Students who are absent the day of the scheduled End of Course exam will receive an incomplete in  
19 the course until they have taken the appropriate make-up exam.

#### 20 **CREDIT/PROMOTION DENIAL**

21 Credit/promotion denial determinations may include student attendance, however, student attendance  
22 may not be the sole criterion.<sup>11</sup> If attendance is a factor, prior to credit/promotion denial, the following  
23 shall occur:

24 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
25 denial due to excessive absenteeism.

26 2. Procedures in due process are available to the student when credit or promotion is denied.

#### 27 **DRIVER'S LICENSE REVOCATION**<sup>2</sup>

28 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
29 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

30 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
31 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

1 **ATTENDANCE HEARING**<sup>12</sup>

2 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
 3 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
 4 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
 5 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
 6 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
 7 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
 8 Upon notification of the attendance committee decision, the principal shall send written notification to  
 9 the director of schools/ designee and the parent(s)/guardian(s) of the student of any action taken  
 10 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their  
 11 right to appeal such action within two (2) school days to the director of schools/designee.

12 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

13 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
 14 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.  
 15 Following the review, the board may affirm or overturn the decision of the director of schools/designee.  
 16 The action of the board shall be final.

17 The director of schools/designee shall ensure that this policy is posted in each school building and  
 18 disseminated to all students, parents, teachers, and administrative staff.

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

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

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Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter  
No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(d)
12. TRR/MS 0520-01-02-.17

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Cross References

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

# Gibson County Board of Education

Monitoring: <b>Review: Annually,  in March</b>	Descriptor Term: <p style="text-align: center;"><b>Attendance</b></p>	Descriptor Code: <b>6.200</b>	Issued Date: <b>11/12/19</b>
		Rescinds: <b>6.200</b>	Issued: <b>09/12/19</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
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- 8 4. Providing documentation of enrollment status upon request for students applying for new or  
9 reinstatement of driver's permit or license; and
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- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;<sup>5</sup>
- 22 6. Pregnancy;
- 23 7. School endorsed activities;

- 1 8. Summons, subpoena, or court order; or
- 2 9. Circumstances which in the judgment of the principal create emergencies over which the
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- 8 3. All student absences are verified;
- 9 4. Written excuses are submitted for absences and tardiness; and
- 10 5. System-wide procedures for accounting and reporting are followed.

## 11 **TRUANCY**

### 12 *General*

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16 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
17 considered present for school attendance purposes. If a student is required to participate in a remedial  
18 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)  
19 and the school system provides transportation, unexcused absences from these programs shall be  
20 reported in the same manner.<sup>7</sup>

21 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major  
22 portion of any class study hall or activity during the school day for which the student is scheduled.

23 Tardiness is also considered a form of truancy. Every 3rd tardy will equal one (1) unexcused absence  
24 from school and count towards the five (5) unexcused absences allowed per year. A student is considered  
25 tardy when he/she is not present at the beginning of the school day, or misses any part of the school day.

26 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
27 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
28 absence. If a parent does not provide documentation within five school days to excuse those absences,  
29 or request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
30 intervention plan described below prior to referral to juvenile court. The director of schools/designee  
31 shall also comply with state law regarding the reporting of truant students to the proper authorities.

32 The director of schools/designee shall develop appropriate administrative procedures to implement this  
33 policy.

1 Students participating in school - sponsored activities whether on - or off-campus shall not be counted  
2 absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed,  
3 and teacher-supervised.

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5 returning to school and if class time is not taken from other students.

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7 year; 2) doctor; and 3) funeral Home. A parent note is considered used when a student misses a partial  
8 or full day and returns with a written note from parent/guardian excusing them from the absence.

9 *Progressive Truancy Intervention Plan*<sup>8</sup>

10 **Tier I** of the progressive truancy plan shall apply to all students within the district and include  
11 schoolwide prevention-oriented supports to assist with satisfactory attendance.

12 **Tier II** of the progressive truancy plan shall be implemented after the student accumulates five (5)  
13 unexcused absences, but before referral juvenile court, and includes the following:

14  
15 1. A conference with the student and the student's parent(s)/guardian(s).

16  
17 2. An attendance contract, based on the conference, signed by the student, the  
18 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:

19  
20  
21 a. A specific description of the school's attendance expectations for the student;

22 b. The period for which the contract is effective; and

23 c. Penalties for additional absences and alleged school offenses, including additional  
24 disciplinary action and potential referral to juvenile court.

25  
26 3. Regularly scheduled follow-up meetings to discuss the student's progress; and

27  
28 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
29 has been absent from school. Then employee may refer the student to counseling, community-  
30 based services, or other services to address the student's attendance problems.

31 **Tier III** shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall  
32 consist of the following interventions:

33 1. Home visit

34  
35 2. Social Probation:

36 a. After School Hours - the student will not be allowed to perform in or attend any after  
37 school extra-curricular activities. This includes athletic events, band or music

38 performance of any kind, dances, Prom, club meetings or events. Student is not to be on

- 1 school property during after school hours unless enrolled in the after school tutoring
- 2 program, etc.
- 3 b. During School Hours - The student will not be allowed to attend any type of reward
- 4 program, reward field trip, or pep rallies.
- 5 3. School Based Community Service - this will be required by both parent/guardian and student
- 6 outside of regular school hours.
- 7 4. Participation in a restorative justice program
- 8 5. Saturday courses
- 9 6. Counseling

#### 10 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

11 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
12 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
13 absences each school year. No later than seven (7) business days prior to the student's absence, the  
14 student shall provide documentation to the school as proof of the student's participation along with a  
15 written request for the excused absence from the student's parent/guardian. The request shall include  
16 the following:

- 17 1. Student's name and personal identification number;
- 18
- 19 2. Student's grade;
- 20
- 21 3. The dates of the student's absence;
- 22
- 23 4. The reason for the student's absence; and
- 24
- 25 5. The signatures of the student and parent/guardian.

#### 26 **RELEASED TIME COURSE<sup>10</sup>**

27 A principal/designee may excuse a student to attend a course in religious moral instruction for up to  
28 one (1) class period per school day. Students shall not be excused during any class which requires an  
29 examination for state or federal accountability purposes.

30 The student shall submit a written consent form signed by the student's parent/guardian prior to  
31 participation in the released time course. The principal/designee shall document the approval in  
32 writing. The student shall provide documentation to the principal/designee as proof of the student's  
33 participation in the released time course.

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

35 Upon submission of the student's transcript from the entity that provided the released time course, the  
36 student may be awarded one-half (1/2) unit of elective credit.

1 The Director of Schools shall develop procedures with secular criteria for determining whether credit  
2 shall be awarded.

### 3 **STATE-MANDATED ASSESSMENT**

4 Students who are absent the day of the scheduled End of Course exam will receive an incomplete in  
5 the course until they have taken the appropriate make-up exam.

### 6 **CREDIT/PROMOTION DENIAL**

7 Credit/promotion denial determinations may include student attendance, however, student attendance  
8 may not be the sole criterion.<sup>11</sup> If attendance is a factor, prior to credit/promotion denial, the following  
9 shall occur:

10 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
11 denial due to excessive absenteeism.

12 2. Procedures in due process are available to the student when credit or promotion is denied.

### 13 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

14 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
15 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

16 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
17 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### 18 **ATTENDANCE HEARING<sup>12</sup>**

19 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
20 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
21 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
22 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
23 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
24 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
25 Upon notification of the attendance committee decision, the principal shall send written notification to  
26 the director of schools/ designee and the parent(s)/guardian(s) of the student of any action taken  
27 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their  
28 right to appeal such action within two (2) school days to the director of schools/designee.

29 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

30 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
31 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.  
32 Following the review, the board may affirm or overturn the decision of the director of schools/designee.  
33 The action of the board shall be final.

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**Legal References**

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019, Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(d)
12. TRR/MS 0520-01-02-.17

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**Cross References**

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

<b>Gibson County Board of Education</b>			
Monitoring:  Review: <b>Annually, in April</b>	Descriptor Term:  <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>05/13/02</b>
		Rescinds: <b>6.202</b>	Issued: <b>06/13/96</b>

1 A "home school" is a school conducted by parent(s) or legal guardians for their own children. Home  
 2 schools which teach K-12 where the parents are associated with an organization that conducts church-  
 3 related schools (*as defined by §49-50-801*) which are supervised by such organization and which  
 4 administer standardized achievement tests at the same time tests are given in their regular day schools  
 5 are exempt from the following provisions, but must follow procedures issued by the State Department  
 6 of Education.<sup>1</sup>

7 A parent wishing to conduct a home school shall meet the following requirements:

- 8 1. Provide notice to the director of schools by August 1 before the commencement of each  
 9 school year of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,  
 11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications of  
 12 the parent/ teacher, whether a college preparatory or general course of education will be taught  
 13 in grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional  
 17 days as are required by state law for public schools;
- 18 6. Possess a high school diploma or GED in order to conduct classes in grades K-8 and possess  
 19 at least a baccalaureate degree in order to conduct classes in grades 9-12, or proper State  
 20 Department of Education exemption;
- 21 7. Cooperate in the administration to home school students of appropriate tests by the  
 22 Commissioner of Education, his/her designee or by a professional testing service;
- 23 8. Take action according to state law if home school student falls behind appropriate grade  
 24 level;
- 25 9. Submit proof to the director of schools that the home school student has been vaccinated as  
 26 required by law;

1 10. Submit proof to the director of schools that other health services and examinations as  
2 required by law have been received by the home school student; and

3 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific  
4 subject, employ a tutor having the same qualifications as required of parent/teacher.

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

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

10 1. Special needs courses are being taught which require services unavailable to the home school  
11 student;

12 2. These services cannot be provided through any means other than the public schools;

13 3. Requests for services are made known by the home school parent when notice is given to the  
14 director of schools of the intent to conduct a home school;

15 4. The director of schools investigates request and make recommendations to the Board;

16 5. No overcrowding, additional expenses, including providing transportation, or other special  
17 situations which interfere with the normal operation of the school system shall be incurred; and

18 6. Approval by the Board on a case-by-case basis.

19 The director of schools, through the attendance supervisor, shall have the attendance records of the  
20 home school inspected at least two (2) times each school year in order to provide assistance in  
21 implementing the Compulsory Attendance Law.

22 If a home school student falls more than one (1) year behind his appropriate grade level in his/her  
23 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have  
24 taught the child at his/her grade level determines through appropriate means that the student is not  
25 learning disabled, the director of schools shall require the parents to enroll the child in a public, private  
26 or church-related school.

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Legal References

1. TCA 49-6-3050

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home  
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization  
4 that conducts church-related schools<sup>1</sup> are exempt from the following provisions but shall follow  
5 procedures issued by the State Department of Education.

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

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

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

#### 4 **FACILITIES USE**

5 School facilities shall be available for home school instruction only when all of the following conditions  
 6 exist:

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

#### 16 **RECORD ACCEESS**

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

#### 20 **STUDENT PERFORMANCE<sup>6</sup>**

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

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#### Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001
6. TCA 49-6-3050(b)(6)

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#### Cross References

Compulsory Attendance Ages 6.201



<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>09/10/20</b>
		Rescinds: <b>6.319</b>	Issued: <b>04/12/18</b>

1 *General*<sup>1</sup>

2 The Board shall operate an alternative school and/or program for students in grades seven through  
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 An alternative school is a short-term intervention program designed to provide educational services  
5 outside the regular school program for students who have been suspended or expelled. The alternative  
6 school is located in a separate facility from the regular school program.

7 An alternative program is a short-term intervention program designed to provide educational services  
8 outside the regular school program for students who have been suspended or expelled. Alternative  
9 programs may be located within the regular school or be a self-contained program within a school.

10 The alternative school and/or program shall be operated in accordance with state laws and the rules of  
11 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with  
12 the instructional program at the student’s regular school. The Director of Schools shall develop  
13 procedures that provide appropriate educational opportunities for all students assigned to the  
14 alternative school or program. These educational opportunities shall adhere to Tennessee’s academic  
15 standards.<sup>2</sup>

16 **ASSIGNMENT**

17 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the  
18 alternative school or program if there is staff and space available.<sup>3</sup> Availability of staff and space shall  
19 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall  
20 make this determination by evaluating factors including, but not limited to, the following:

- 21 1. Level of supervision available;
- 22
- 23 2. Safety considerations; and
- 24
- 25 3. Type of infraction.

26 Students who have committed zero tolerance offenses are not required to be assigned to alternative  
27 schools or programs.<sup>4</sup>

28 Prior to the assignment of the student to the alternative school or program, the Director of  
29 Schools/designee shall provide written notice to the student’s parent/guardian stating the reason for the  
30 student’s placement.<sup>5</sup>

1 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
 2 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
 3 suspected of having a disability, all state and federal laws and rules and regulations related to special  
 4 education shall be followed. The Director of Schools/designee shall develop procedures regarding  
 5 placement of students in the program, taking into consideration the impact of exclusionary discipline  
 6 practices.<sup>6</sup>

7 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each  
 8 student enrolled in the alternative school.

### 9 **REMOVAL<sup>7</sup>**

10 A student may be removed from the alternative school or program if:

- 11 1. He/she violates the rules of the alternative school or program; or
- 12 12
- 13 2. He/she is not benefitting from the assignment and all interventions have been exhausted
- 14 unsuccessfully.

### 15 **ADDITIONAL OFFENSES<sup>8</sup>**

16 Any new disciplinary offense committed during a student's original suspension or expulsion period  
 17 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the  
 18 original suspension or expulsion.

### 19 **TRANSITION PLAN<sup>9</sup>**

20 The Director of Schools/designee shall develop procedures regarding the implementation of transition  
 21 plans for the integration of students assigned to the alternative school.

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#### Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
5. TRR/MS 0520-01-02-.09(9)(i)
6. TRR/MS 0520-01-02-.09(9)(h)
7. Public Acts of 2020, Chapter No. 603
8. TRR/MS 0520-01-02-.09(9)(g)(2)
9. TRR/MS 0520-01-02-.09(m)

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#### Cross References

Special Education 4.202  
 Suspension 6.316  
 Student Disciplinary Hearing Authority 6.317  
 Special Education Students 6.500

<h1>Gibson County Board of Education</h1>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 The Board shall operate an alternative school and/or program for students in grades seven through  
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 An alternative school is a short-term intervention program designed to provide educational services  
5 outside the regular school program for students who have been suspended or expelled. The alternative  
6 school is located in a separate facility from the regular school program.

7 An alternative program is a short-term intervention program designed to provide educational services  
8 outside the regular school program for students who have been suspended or expelled. Alternative  
9 programs may be located within the regular school or be a self-contained program within a school.

10 The alternative school and/or program shall be operated in accordance with state laws and the rules of  
11 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with  
12 the instructional program at the student’s regular school. The Director of Schools shall develop  
13 procedures that provide appropriate educational opportunities for all students assigned to the  
14 alternative school or program. These educational opportunities shall adhere to Tennessee’s academic  
15 standards.<sup>2</sup>

16 **ASSIGNMENT**

17 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the  
18 alternative school or program if there is staff and space available.<sup>3</sup> Availability of staff and space shall  
19 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall  
20 make this determination by evaluating factors including, but not limited to, the following:

- 21 1. Level of supervision available;
- 22
- 23 2. Safety considerations; and
- 24
- 25 3. Type of infraction.

26 The Director of Schools/designee is not required to assign a student to the alternative school or program  
27 if the student committed one of the following:

- 28 1. A zero tolerance offense;<sup>4</sup> or
- 29

1           2. An offense of violence or threatened violence, or an offense that threatened the safety of other  
2           students at the school, if the location of the alternative school or program is on the same grounds  
3           as the school from which the student was disciplined.<sup>5</sup>

4           Consideration to assign these students to the alternative school or program will be determined by the  
5           Director of Schools/designee on a case-by-case basis.

6           Prior to the assignment of the student to the alternative school or program, the Director of  
7           Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the  
8           student's placement.<sup>6</sup>

9           Placement in an alternative education setting shall be reserved for students who significantly disrupt  
10          the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
11          suspected of having a disability, all state and federal laws and rules and regulations related to special  
12          education shall be followed. The Director of Schools/designee shall develop procedures regarding  
13          placement of students in the program, taking into consideration the impact of exclusionary discipline  
14          practices.<sup>7</sup>

15          The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each  
16          student enrolled in the alternative school.

#### 17          **REMOVAL<sup>8</sup>**

18          A student may be removed from the alternative school or program if:

- 19           1. He/she violates the rules of the alternative school or program; or  
20  
21           2. He/she is not benefitting from the assignment and all interventions have been exhausted  
22           unsuccessfully.

#### 23          **ADDITIONAL OFFENSES<sup>9</sup>**

24          Any new disciplinary offense committed during a student's original suspension or expulsion period  
25          shall be treated as a new and separate offense. These offenses shall not constitute an extension of the  
26          original suspension or expulsion.

#### 27          **TRANSITION PLAN<sup>10</sup>**

28          The Director of Schools/designee shall develop procedures regarding the implementation of transition  
29          plans for the integration of students assigned to the alternative school.

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**Legal References**

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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**Cross References**

Special Education 4.202  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date: <b>01/14/21</b>
		Rescinds: <b>6.402</b>	Issued: <b>07/10/08</b>

**1 PHYSICAL EXAMINATIONS<sup>1</sup>**

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

- 3 1. Entering school for the first time<sup>2</sup> and  
4  
5 2. Participating as a member of any athletic team or in any other strenuous physical activity  
6 program.<sup>3</sup>

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be  
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health  
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates  
11 a condition that might interfere with the student's progress. The school district will not conduct physical  
12 examinations of a student without parental consent or by court order, unless the health or safety of the  
13 student or others is in question.<sup>4</sup>

**14 IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the  
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from  
17 producing such records.<sup>2,5</sup> It is the responsibility of the parent(s)/guardian(s) to have their children  
18 immunized and to provide such proof to the principal of the school which the student is to attend.<sup>5</sup>

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

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an  
22 epidemic;<sup>6</sup> or  
23  
24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing  
25 him/her from the immunization.<sup>7</sup>

26 The Director of Schools shall ensure that appropriate immunization records are maintained for each  
27 student.

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**Legal References**

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,  
[https://www.tn.gov/content/dam/tn/education/csh/csh\\_school\\_health\\_screening\\_guidelines.pdf](https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf)
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

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**Cross References**

Promoting Student Welfare 6.400

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

2 The principal shall ensure that there is a complete physical examination of each student prior to:<sup>2</sup>

- 3 1. Entering school for the first time; and
- 4
- 5 2. Participating as a member of any athletic team or in any other strenuous physical activity
- 6 program.

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be  
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health  
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates  
11 a condition that might interfere with the student's progress. The school district will not conduct physical  
12 examinations of a student without parental consent or by court order, unless the immediate health or  
13 safety of the student or others is in question.<sup>3</sup>

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the  
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from  
17 producing such records. It is the responsibility of the parent(s)/guardian(s) to have their children  
18 immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

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

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an  
22 epidemic, except in the event of a COVID-19 or any variant outbreak;<sup>5</sup> or
- 23
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing  
25 him/her from the immunization.<sup>6</sup>

26 The Director of Schools shall ensure that appropriate immunization records are maintained for each  
27 student.

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**Legal References**

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

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**Cross References**

Promoting Student Welfare 6.400

# Gibson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Interference/Disruption of School Activities</b>	Descriptor Code: <b>6.306</b>	Issued Date: <b>11/14/03</b>
		Rescinds: <b>6.306</b>	Issued: <b>06/13/96</b>

1 The staff is authorized to take reasonable measures to establish appropriate school behavior. Any  
2 professional employee shall have the authority to control the conduct of any student while under the  
3 supervision of the school system.<sup>1</sup> This authority shall extend to all activities of the school, including  
4 all games and public performances of athletic teams and other school groups, trips, excursions and all  
5 other activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain  
7 order.

8 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or  
9 any other conduct which causes the disruption, interference or obstruction of any school purpose while  
10 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,  
11 whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

12 Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.  
13 Students shall not engage in conduct that has the effect of unreasonably interfering with another  
14 student's academic development or that creates a hostile or offensive learning environment.

15 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to  
16 suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>2</sup>

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Legal References

- 1. TCA 49-6-4102
- 2. TCA 49-6-3401

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Interference/Disruption of School Activities</b>	Descriptor Code: <b>6.306</b>	Issued Date:
		Rescinds:	Issued:

1     *General*

2     A student shall not engage in conduct which causes the disruption or interference with the operation of  
3     the school while on school property, in school vehicles or buses, or at school-sponsored events,  
4     whether on or off campus. The student shall not urge other students to engage in such conduct.

5     Employees are authorized to take reasonable measures to establish appropriate school behavior and  
6     have the authority to control the conduct of any student while under the supervision of the school  
7     district.<sup>1</sup>

8     A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion  
9     depending on the severity of the offense and the student’s prior record.<sup>2</sup>

10    **REMOVAL OF STUDENT<sup>3</sup>**

11    If a student repeatedly or substantially interferes with the learning environment, the teacher may  
12    submit a written request along with the required documentation to the principal/designee to remove the  
13    student from the teacher’s classroom. The student will be given notice of the rationale for the request  
14    as well as the opportunity to offer an explanation.

15    The principal/designee will investigate the request and make a decision regarding the student’s  
16    placement. The principal will notify the teacher as to his/her decision.

17    If a teacher abuses or overuses the student removal process, the principal/designee shall address the  
18    abuse or overuse with the teacher and may require the teacher to complete additional professional  
19    development to improve the teacher’s classroom management skills.

20    *Appeal Process*

21    If the teacher’s request for removal is denied, he/she may file an appeal with the Director of  
22    Schools/designee. He/she will review the teacher’s request for removal as well as the decision of the  
23    principal/designee and make a determination as to the student’s placement.

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Legal References

- 1. TCA 49-6-4102
- 2. TCA 49-6-3401
- 3. Public Acts of 2021, Chapter No. 77

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Cross References

- Code of Conduct 6.300
- Suspension 6.316
- Safe Relocation of Students 6.4081

<b>Gibson County Board of Education</b>			
Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Safe Relocation of Students</b>	Descriptor Code: <b>6.4081</b>	Issued Date: <b>08/09/12</b>
		Rescinds:	Issued:

1 Employees who are directly responsible for a student’s education or who otherwise interact within the  
 2 scope of their assigned duties may relocate a student from the student’s present location to another  
 3 location when such relocation is necessary for the student’s safety or the safety of others.<sup>1</sup> Such  
 4 employees may also intervene in a physical altercation between two or more students or between a  
 5 student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a  
 6 conflict if a student is unwilling to cooperate.<sup>2</sup>

7 If an employee is unable to resolve the matter with the use of reasonable or justifiable force are  
 8 required, the student shall be allowed to remain in place until such a time as local law enforcement  
 9 officers or school resource officers can be summoned to relocate the student or take the student into  
 10 custody until such a time as a parent or guardian can retrieve the student.

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

17 The director of schools shall create procedures to implement this policy consistent with State law. Each  
 18 building principal shall fully support the authority of the employees' authority under this policy and  
 19 fully implement the policy and procedures of the system.

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Legal References

1. Tenn. Code Ann. § 49-6-4018
2. Tenn. Code Ann. § 39-11-603, 609-614, 621-622

<b>Gibson County Board of Education</b>			
<b>Monitoring:</b>  <b>Review: Annually, in April</b>	<b>Descriptor Term:</b>  <b>Safe Relocation of Students</b>	<b>Descriptor Code:</b> <b>6.4081</b>	<b>Issued Date:</b> Click here to enter a date.
		<b>Rescinds:</b>	<b>Issued:</b>

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

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

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

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Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

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Cross References

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

# Gibson County School District

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>08/14/14</b>
		Rescinds: <b>5.303</b>	Issued: <b>06/13/96</b>

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and  
2 rules and regulations of the State Board of Education.

3 Certificated employees shall earn personal and professional leave at the rate of one day for each half-  
4 year employed for a total of two (2) days per year. Any personal and professional leave remaining  
5 unused at the end of a year shall be credited to sick leave.<sup>1</sup>

6 If, at the termination of services, any employee has been absent for more days than leave has been  
7 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final  
8 salary payment.

9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in writing  
11 of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:
  - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
14 same day;
  - 15 b. If requested during any prior established student examination period;
  - 16 c. If requested on the day immediately preceding or following a holiday or vacation  
17 period.<sup>1</sup>

18 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
19 meetings relating to school business or serving on boards and commissions which meet during daytime  
20 hours when appointed by a mayor, city council, county executive or county commission.<sup>2</sup>

21 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

22 In addition, certificated employees shall be granted leave to serve on any board or commission of the  
23 state when the appointment is made by the Governor or General Assembly. Such leave shall not be  
24 counted against any other accumulated leave credits. The employee shall notify the principal at least  
25 five (5) days prior to leave being taken.<sup>2</sup>

- 1 Classified employees shall earn personal leave at the rate of one (1) day for each half year employed
- 2 for a total of two (2) days per year. Any personal leave remaining unused at the end of a year shall be
- 3 credited to sick leave.

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Legal References

1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205

## Gibson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date:
		Rescinds:	Issued:

1 Professional employees shall earn personal and professional leave at the rate of one (1) day for each half-  
2 year employed for a total of two (2) days per year. Any personal and professional leave remaining unused  
3 at the end of a year shall be credited to sick leave.<sup>1</sup>

4 If, at the termination of services, any employee has been absent for more days than leave has been earned,  
5 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary  
6 payment.<sup>2</sup>

### 7 PERSONAL LEAVE

8 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 9 1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in  
10 writing of intent to take leave;
- 11 2. The approval of the principal of the school shall be required:<sup>3</sup>
  - 12 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
13 same day;
  - 14 b. If requested during any prior established student examination period;
  - 15 c. If requested on the day immediately preceding or following a holiday or vacation period;
  - 16 d. If personal leave is requested for days scheduled for professional development or in-  
17 service training, according to a school calendar adopted by the Board prior to the  
18 commencement of the school year; or
  - 19 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
20 according to a school calendar adopted by the Board prior to the commencement of the  
21 school year.

### 22 PROFESSIONAL LEAVE

23 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
24 meetings relating to school business or serving on boards and commissions which meet during daytime  
25 hours when appointed by a mayor, city council, county executive, or county commission.<sup>4</sup>

26 In addition, certificated employees shall be granted leave to serve on any board or commission of the  
27 state when appointment is made by the Governor of General Assembly. Such leave shall not be counted

- 1 against any other accumulated leave credits. The employee shall notify the principal at least five (5)  
2 days prior to leave being taken.<sup>2</sup>
- 3 Classified employees shall earn personal leave at the rate of one (1) day for each half year employed for  
4 a total of two (2) days per year. Any personal leave remaining unused at the end of a year shall be  
5 credited to sick leave.

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Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

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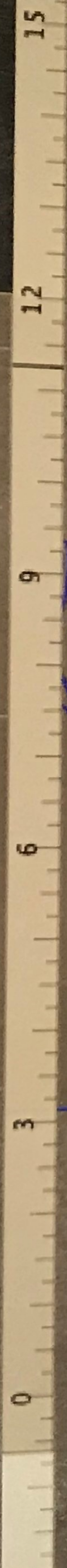
Cross References

Short Term Leaves of Absence 5.300  
Legislative Leave 5.309

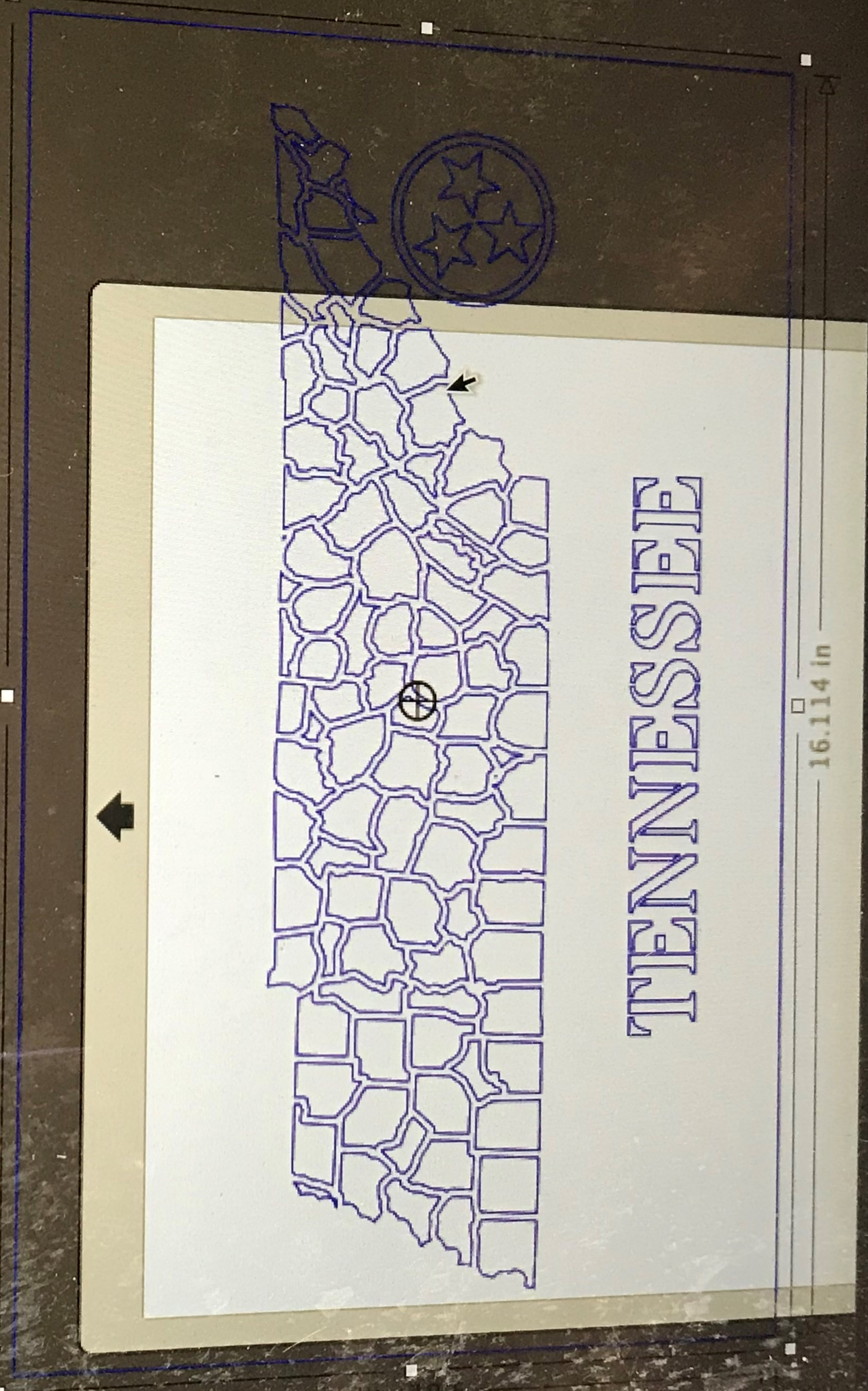


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