

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

GCSSD Board of Trustees Regular Meeting

Gibson County High School Library

July 13, 2023

Members Present: Mr. Scott Ball, Mr. Benny Boals, Mr. John Campbell II, Mr. Tom Lannom, Ms. Treva Maitland, Mr. Eddie Watkins.

PLEDGE OF ALLEGIANCE

Mr. John Campbell led the Pledge of Allegiance.

CALL TO ORDER

Mr. Tom Lannom, Board Chair, called the meeting to order.

ROLL CALL

CONSENT AGENDA

A motion was made by Mr. Benny Boals to approve the consent agenda, with a second by Mr. John Campbell II. *Motion passed.*

Finance Reports

Maintenance/Technology Reports

Minutes Approval

RECOGNITION

PUBLIC COMMENT

No public comment

REGULAR AGENDA

Re-election of GCSSD Board Attorney

Mr. Eddie Pruett recommended the re-election of Michael Hill as GCSSD Board Attorney.

A motion was made by Ms. Treva Maitland to approve the re-election of Michael Hill as GCSSD board attorney, with a second by Mr. Eddie Watkins. *Motion passed.*

Annual Bullying Report

Mr. Eddie Pruett presented the Annual Bullying Report. About 30% of reported cases were determined as bullying after an investigation.

A motion was made by Mr. Tom Lannom to approve the Annual Bullying Report, with a second by Mr. Benny Boals. *Motion passed.*

Athletic Practice Policy Approval

Mr. Eddie Pruett presented the Athletic Practice Policy, which states "There will be NO athletic practice during the seven hours of educational instruction in the school day. The only exception

will be high school sports".

A motion was made by Mr. Eddie Watkins to approve the athletic practice policy, with a second by Mr. Benny Boals. *Motion passed.*

Policy Revisions

Mr. Eddie Pruett presented the policy revisions.

- 1.102 Board Members' Legal Status* - Changes the language for a qualifying candidate to high school equivalency approved by the State Board of Education.
- 1.106 Code of Ethics* - Adds Board Chair as the Point of Contact responsible for administering and enforcing ethical standards
- 1.400 School Board Meetings* - Creates additional opportunities for board members to attend board meetings electronically.
- 1.402 Notifications of Meetings* - Requires that the public notice includes a public comment section and information on how individuals may provide public comment on agenda items.
- 3.202 Emergency Preparedness Plan* - Adds an incident command and emergency safety bus drill to the Annual Drills.
- 3.204 Threat Assessment Team* - Requires development of a threat assessment team.
- 3.205 Security* - All exterior doors leading into a school building must be locked during school hours. May be unlocked during school activities with a district employee stationed by the door.
- 4.204 Summer Instructional Programs* - Add additional information on make-up days for summer programs.
- 4.300 Extracurricular Activities* - Requires parents/guardians to give written permission for their minor child (under 18 years of age) to join any club, or organization, or participate in activities of a club or organization.
- 4.403 Library Materials* - Adds a list of library material posted online and additional processes for complaints.
- 5.106 Application and Employment* - Clarifies districts may not hire individuals who appear in Tennessee or any other state's child abuse and registry of abuse.
- 5.119 Employment of Retirees* - Allows more flexibility in hiring retirees.
- 5.302 Sick Leave* - Adds an option to use the sick bank to care for minor children.
- 5.305 Family and Medical Leave* - Adds six weeks of paid leave for eligible employees after a birth, stillbirth, or adoption, in addition to the 12 weeks of FMLA Leave.
- 5.307 Physical Assault Leave* - Clarifies that eligible employees will receive a full salary while on leave due to physical assault.
- 5.600 Staff Rights & Responsibilities* - Requires teachers to report students who commit offenses of assault and battery or vandalism on school property, endangering the life, health, or safety of others. Also, teachers will receive benefits when on leave for physical assault.
- 6.200 Attendance* - Students who take off-campus released time courses may be awarded one elective credit
- 6.202 Home Schools* - Changes that a parent/guardian can possess a high school equivalency approved by the State Board of Education to homeschool. Removes the requirement for proof of immunizations for home school students.

6.300 *Code of Conduct* - Adds threats of mass violence on school property or at a school-related activity to Level IV misbehaviors.

6.309 *Zero Tolerance Offenses* - Adds threats of mass violence on school property or at a school-related activity to the offenses resulting in expulsion.

6.314 *Corporal Punishment* - Adds additional guidelines for conducting corporal punishment.

6.319 *Alternative Education* - Could require a student to serve the suspension at home if the student may not be safe on school property.

6.4001 *Student Surveys, Analysis, and Evaluations* - Requires parents/guardians to give written permission for their minor child (under 18 years of age) to participate in a survey, analysis, or evaluation.

6.402 *Physical Examinations and Immunizations* - Parents/guardians may request to opt out of health screening as part of coordinated school health.

A motion was made by Mr. Tom Lannom to approve the policy revisions, with a second by Mr. Benny Boals. *Motion passed.*

DIRECTOR'S REPORT

Upcoming Conferences

- **2023 Summer Law Institute - July 21st-22nd in Gatlinburg, TN**
- **2023 Fall District Meeting - September 18th - Bradford Special School District**
- **2023 TSBA Annual Convention and Leadership Conference - November 16th -19th in Nashville, TN**

Mr. Eddie Pruett reminded the Board of the upcoming conferences.

ADJOURN

A motion was made by Ms. Treva Maitland to adjourn, with a second by Mr. Benny Boals. *Motion passed.*

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Payments

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AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	7966	6/7/2023	Paid	Amanda Callins	\$88.92
Gibson County Special Schools	7967	6/7/2023	Paid	Carissa Burkett	\$115.83
Gibson County Special Schools	7968	6/7/2023	Paid	Cdw Government	\$277.93
Gibson County Special Schools	7969	6/7/2023	Paid	HBI	\$300.00
Gibson County Special Schools	7970	6/7/2023	Paid	Lowe's	\$4,195.86
Gibson County Special Schools	7971	6/7/2023	Paid	PDX Reading Specialist, LLC	\$15,439.70
Gibson County Special Schools	7972	6/7/2023	Paid	Emily Pitt	\$23.40
Gibson County Special Schools	7973	6/7/2023	Paid	Trenton Special School District	\$6,179.05
Gibson County Special Schools	7974	6/7/2023	Paid	Ward's Natural Science	\$596.78
Gibson County Special Schools	7975	6/9/2023	Paid	Birdbrain Technologies	\$5,619.75
Gibson County Special Schools	7976	6/9/2023	Paid	Copies Unlimited	\$223.00
Gibson County Special Schools	7977	6/9/2023	Paid	Milan Special School District	\$21,906.37
Gibson County Special Schools	7978	6/9/2023	Paid	Morris Painting And Repair	\$26,775.70
Gibson County Special Schools	7979	6/12/2023	Paid	Amanda Bell	\$79.56
Gibson County Special Schools	7980	6/12/2023	Paid	Business Card	\$509.88
Gibson County Special Schools	7981	6/12/2023	Paid	Business Card	\$4,227.46
Gibson County Special Schools	7982	6/12/2023	Paid	Capital One	\$679.33
Gibson County Special Schools	7983	6/12/2023	Paid	Capital One	\$392.12
Gibson County Special Schools	7984	6/12/2023	Paid	Heggerty	\$4,037.04
Gibson County Special Schools	7985	6/12/2023	Paid	Milan Special School District	\$17,701.98
Gibson County Special Schools	7986	6/12/2023	Paid	Stellar Therapy Services	\$1,360.00
Gibson County Special Schools	7987	6/12/2023	Paid	Tammie Floersh	\$205.03
Gibson County Special Schools	7988	6/13/2023	Paid	Business Card	\$342.31
Gibson County Special Schools	7989	6/13/2023	Paid	Business Card	\$646.83
Gibson County Special Schools	7990	6/13/2023	Paid	Business Card	\$968.73

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Payments

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AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	7991	6/13/2023	Paid	Business Card	\$1,471.96
Gibson County Special Schools	7992	6/13/2023	Paid	LessonPix, Inc.	\$180.00
Gibson County Special Schools	7993	6/14/2023	Paid	Business Card	\$9,104.51
Gibson County Special Schools	7994	6/14/2023	Paid	Gibson County School District/Gp Account	\$2,879.70
Gibson County Special Schools	7995	6/14/2023	Paid	Robert Norman	\$911.79
Gibson County Special Schools	7996	6/15/2023	Paid	Trenton Special School District	\$7,596.76
Gibson County Special Schools	7997	6/16/2023	Paid	Wells Fargo Financial Leasing	\$340.00
Gibson County Special Schools	7998	6/20/2023	Paid	ARBOR SCIENTIFIC	\$355.45
Gibson County Special Schools	7999	6/20/2023	Paid	Gibson County School District/Gp Account	\$23,940.00
Gibson County Special Schools	8000	6/20/2023	Paid	HOWARD COMPUTERS	\$2,085.00
Gibson County Special Schools	8001	6/23/2023	Paid	Business Card	\$1,730.99
Gibson County Special Schools	8002	6/23/2023	Paid	Capital One	\$750.04
Gibson County Special Schools	8003	6/23/2023	Paid	Copies Unlimited	\$723.81
Gibson County Special Schools	8004	6/23/2023	Paid	Master Medical Equipment	\$747.00
Gibson County Special Schools	8005	6/23/2023	Paid	Trenton Special School District	\$40,765.93
Gibson County Special Schools	8006	6/29/2023	Paid	Alisha Bauman	\$155.61
Gibson County Special Schools	8007	6/29/2023	Paid	Anatomage	\$20,000.00
Gibson County Special Schools	8008	6/29/2023	Paid	Jessica Barker	\$48.56
Gibson County Special Schools	8009	6/29/2023	Paid	Business Card	\$6,441.68
Gibson County Special Schools	8010	6/29/2023	Paid	Capital One	\$95.96
Gibson County Special Schools	8011	6/29/2023	Paid	Carissa Burkett	\$193.05
Gibson County Special Schools	8012	6/29/2023	Paid	Cdw Government	\$9,750.00
Gibson County Special Schools	8013	6/29/2023	Paid	DiaMedical USA	\$284.89
Gibson County Special Schools	8014	6/29/2023	Paid	Gibson County School District/Gp Account	\$1,310.08
Gibson County Special Schools	8015	6/29/2023	Paid	J.C. Educational Supply	\$1,595.00

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Payments

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AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	8016	6/29/2023	Paid	J.D.Distributors, Inc.	\$12,868.66
Gibson County Special Schools	8017	6/29/2023	Paid	Jackson Restaurant Supply, Inc.	\$9,383.00
Gibson County Special Schools	8018	6/29/2023	Paid	Johnson Equipment & Sales	\$7,250.00
Gibson County Special Schools	8019	6/29/2023	Paid	Learning Labs, Inc.	\$24,046.67
Gibson County Special Schools	8020	6/29/2023	Paid	Lowe's	\$11,875.29
Gibson County Special Schools	8021	6/29/2023	Paid	Medco Company Inc.	\$58.05
Gibson County Special Schools	8022	6/29/2023	Paid	Veronica Minton	\$274.95
Gibson County Special Schools	8023	6/29/2023	Paid	Nimco, Inc.	\$329.95
Gibson County Special Schools	8024	6/29/2023	Paid	Mollie Peery	\$47.76
Gibson County Special Schools	8025	6/29/2023	Paid	Realityworks	\$24,749.00
Gibson County Special Schools	8026	6/29/2023	Paid	Rocket Drones	\$20,400.00
Gibson County Special Schools	8027	6/29/2023	Paid	Samantha Litton	\$191.88
Gibson County Special Schools	8028	6/29/2023	Paid	Stellar Therapy Services	\$442.00
Gibson County Special Schools	8029	6/29/2023	Paid	Vernier Software & Technology	\$450.00
Gibson County Special Schools	8030	6/29/2023	Paid	One Less Thing	\$70.00
Gibson County Special Schools	8031	6/30/2023	Paid	Johnson Equipment & Sales	\$10,900.00
Gibson County Special Schools	8032	6/30/2023	Paid	Anessa Ladd	\$61.10
Gibson County Special Schools	8033	6/30/2023	Paid	Jessica Barker	\$8.00
Gibson County Special Schools	8034	6/30/2023	Voided	Megan Sanford	\$429.26
Gibson County Special Schools	8035	6/30/2023	Paid	Megan Sanford	\$429.26

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

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Bank Account: Security Bank Vendor (Fund 141)

Account Number: 000000200379

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58539	6/1/2023	Music Road Resort	Vendor	Outstanding	\$505.11
58540	6/5/2023	Alisha Owens	Vendor	Outstanding	\$423.54
58541	6/5/2023	At & T	Vendor	Void	\$179.49
58542	6/5/2023	Anthony Bogue	Vendor	Outstanding	\$24.00
58543	6/5/2023	Br Supply, Inc.	Vendor	Void	\$1,161.67
58544	6/5/2023	Capital One	Vendor	Outstanding	\$62.42
58545	6/5/2023	Carissa Burkett	Vendor	Outstanding	\$24.00
58546	6/5/2023	Chad Jackson	Vendor	Outstanding	\$119.93
58547	6/5/2023	City Lumber Company	Vendor	Void	\$768.21
58548	6/5/2023	Epperson & Epperson Equipment	Vendor	Void	\$215.00
58549	6/5/2023	Food Rite	Vendor	Void	\$72.00
58550	6/5/2023	Gibson Connect, LLC	Vendor	Void	\$5,057.38
58551	6/5/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$24,052.32
58552	6/5/2023	Gibson County Food Service	Vendor	Outstanding	\$158,682.41
58553	6/5/2023	Gibson County High School	Vendor	Outstanding	\$437.28
58554	6/5/2023	Laura Hawks	Vendor	Outstanding	\$102.96
58555	6/5/2023	Hci Supply	Vendor	Void	\$6.28
58556	6/5/2023	Hickerson Automotive Group, Inc	Vendor	Void	\$31.07
58557	6/5/2023	Jackson Psychological Services	Vendor	Void	\$27,420.00
58558	6/5/2023	Kenton Chevrolet	Vendor	Void	\$468.83
58559	6/5/2023	Lowe's Credit Services	Vendor	Outstanding	\$663.35
58560	6/5/2023	Mack Pest Control, Inc.	Vendor	Void	\$150.00
58561	6/5/2023	Medina Auto Farm Supply	Vendor	Void	\$27.77
58562	6/5/2023	Veronica Minton	Vendor	Outstanding	\$187.80
58563	6/5/2023	Personnel Concepts	Vendor	Void	\$111.45
58564	6/5/2023	Quill	Vendor	Outstanding	\$96.56
58565	6/5/2023	Stanford Electric	Vendor	Outstanding	\$15.42

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
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Number	Date	Description	Check Type	Status	
58566	6/5/2023	The Tri City Reporter	Vendor	Void	\$220.00
58567	6/5/2023	Tn Dept Of Labor & Workforce Development	Vendor	Void	\$990.00
58568	6/5/2023	Townsend Door & Hardware	Vendor	Void	\$2,495.00
58569	6/5/2023	Trenton Floor Center	Vendor	Void	\$7,990.33
58570	6/5/2023	Twin City Barns Llc	Vendor	Void	\$6,180.00
58571	6/5/2023	U.S. Bank	Vendor	Void	\$800.00
58572	6/5/2023	Victor's Landscaping	Vendor	Void	\$5,800.00
58573	6/5/2023	WEST TN HEALTHCARE ECC TRAINING CENTER	Vendor	Void	\$105.00
58574	6/5/2023	Worthy Road Studios	Vendor	Void	\$1,000.00
58575	6/6/2023	JOSEPH AGEE	Vendor	Outstanding	\$149.18
58576	6/6/2023	Area Wide Communications	Vendor	Outstanding	\$322.00
58577	6/6/2023	Tessa Buckingham	Vendor	Outstanding	\$1,379.43
58578	6/6/2023	Business Card	Vendor	Outstanding	\$106.82
58579	6/6/2023	Edutech, Inc.	Vendor	Outstanding	\$21,000.00
58580	6/6/2023	Ena Services Llc	Vendor	Outstanding	\$4,210.00
58581	6/6/2023	Environ Pest Services	Vendor	Outstanding	\$300.00
58582	6/6/2023	Gibson Connect, LLC	Vendor	Outstanding	\$644.33
58583	6/6/2023	Gibson County Bus Garage	Vendor	Outstanding	\$25,723.70
58584	6/6/2023	Hci Supply	Vendor	Outstanding	\$28.54
58585	6/6/2023	HOWARD COMPUTERS	Vendor	Outstanding	\$5,244.00
58586	6/6/2023	J.D.Distributors, Inc.	Vendor	Outstanding	\$159.98
58587	6/6/2023	Kb's Auto Service Center	Vendor	Outstanding	\$64.00
58588	6/6/2023	Debra Keeton	Vendor	Outstanding	\$51.48
58589	6/6/2023	Kelly K. Samantha	Vendor	Outstanding	\$141.57
58590	6/6/2023	Kimberly G. White	Vendor	Outstanding	\$70.20
58591	6/6/2023	Mary Gay London	Vendor	Outstanding	\$31.59
58592	6/6/2023	Michelle Goad	Vendor	Outstanding	\$125.19
58593	6/6/2023	Nathan Russell	Vendor	Outstanding	\$104.72

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Number	Date	Description	Check Type	Status	
58594	6/6/2023	Bryan Poole	Vendor	Outstanding	\$3,250.00
58595	6/6/2023	Quill	Vendor	Outstanding	\$278.45
58596	6/6/2023	Rachel Barber	Vendor	Outstanding	\$173.16
58597	6/6/2023	Rory Hinson	Vendor	Outstanding	\$374.40
58598	6/6/2023	StaffEZ Facility Services	Vendor	Outstanding	\$110,602.00
58599	6/6/2023	Stanford Electric	Vendor	Outstanding	\$87.09
58600	6/6/2023	Teresa Newell	Vendor	Outstanding	\$270.27
58601	6/6/2023	Terry Cunningham	Vendor	Outstanding	\$53.82
58602	6/6/2023	Tn Dept Of Labor & Workforce Development	Vendor	Outstanding	\$55.00
58603	6/6/2023	Trenton Special School District	Vendor	Outstanding	\$339.74
58604	6/6/2023	Volunteer Technology Systems	Vendor	Outstanding	\$147.90
58605	6/6/2023	Workcare Resource Inc,	Vendor	Outstanding	\$225.00
58606	6/7/2023	Aed Superstore	Vendor	Outstanding	\$157.79
58607	6/7/2023	Amy M. Richardson	Vendor	Outstanding	\$302.04
58608	6/7/2023	Deloris Wilson	Vendor	Outstanding	\$819.60
58609	6/7/2023	Donna Thomas	Vendor	Outstanding	\$163.92
58610	6/7/2023	Ferguson Enterprises	Vendor	Outstanding	\$105.98
58611	6/7/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$15,991.10
58612	6/7/2023	Hci Supply	Vendor	Outstanding	\$169.28
58613	6/7/2023	Jenny Yates	Vendor	Outstanding	\$365.76
58614	6/7/2023	Medina Auto Farm Supply	Vendor	Outstanding	\$254.64
58615	6/7/2023	Stellar Therapy Services	Vendor	Outstanding	\$253.75
58616	6/7/2023	Tammy Zarecor	Vendor	Outstanding	\$762.00
58617	6/7/2023	The Mirror Exchange	Vendor	Outstanding	\$115.00
58618	6/7/2023	Tina McClain	Vendor	Outstanding	\$546.40
58619	6/7/2023	Tn Dept Of Labor & Workforce Development	Vendor	Outstanding	\$120.00
58620	6/7/2023	Tracy Garner	Vendor	Outstanding	\$819.60
58621	6/7/2023	Tracy Reed	Vendor	Outstanding	\$762.00

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
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Number	Date	Description	Check Type	Status	
58622	6/8/2023	Alford's Tire Center	Vendor	Outstanding	\$274.55
58623	6/8/2023	Burk's Beverage	Vendor	Outstanding	\$64.86
58624	6/8/2023	Business Card	Vendor	Outstanding	\$2,647.20
58625	6/8/2023	Caymee Services	Vendor	Outstanding	\$45.00
58626	6/8/2023	Cooperative Financial Solutions	Vendor	Outstanding	\$35,323.76
58627	6/8/2023	Waste Management	Vendor	Outstanding	\$3,193.26
58628	6/9/2023	Capital One	Vendor	Outstanding	\$61.19
58629	6/9/2023	Pitney Bowes	Vendor	Outstanding	\$168.42
58630	6/9/2023	TCAT Jackson	Vendor	Outstanding	\$12,706.89
58631	6/12/2023	Area Wide Communications	Vendor	Outstanding	\$3,914.57
58632	6/12/2023	Derek Norman	Vendor	Outstanding	\$227.60
58633	6/12/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$8,737.46
58634	6/12/2023	West Tenn Fence Company	Vendor	Outstanding	\$3,500.00
58635	6/14/2023	Advantage Lock & Key	Vendor	Outstanding	\$167.00
58636	6/14/2023	Alford's Tire Center	Vendor	Outstanding	\$58.23
58637	6/14/2023	Capital One	Vendor	Outstanding	\$268.21
58638	6/14/2023	Govconnection	Vendor	Outstanding	\$29,480.10
58639	6/14/2023	Ashley Hayes	Vendor	Outstanding	\$37.15
58640	6/14/2023	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$10.78
58641	6/14/2023	HOWARD COMPUTERS	Vendor	Outstanding	\$2,266.00
58642	6/14/2023	Nurses Professional Liability Ins.	Vendor	Outstanding	\$232.00
58643	6/14/2023	Quill	Vendor	Outstanding	\$89.99
58644	6/14/2023	Rabow's Septic Service (James Cooper)	Vendor	Outstanding	\$900.00
58645	6/14/2023	Stanford Electric	Vendor	Outstanding	\$13.80
58646	6/14/2023	Steve Marsh Ford	Vendor	Outstanding	\$45.25
58647	6/14/2023	Tammie Floersh	Vendor	Outstanding	\$50.00
58648	6/14/2023	Townsend Door & Hardware	Vendor	Outstanding	\$224.00
58649	6/14/2023	Victor's Landscaping	Vendor	Outstanding	\$5,800.00

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
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Number	Date	Description	Check Type	Status	
58650	6/14/2023	Volunteer Technology Systems	Vendor	Outstanding	\$11,676.00
58651	6/14/2023	Wade Electric Company	Vendor	Outstanding	\$19,656.00
58652	6/14/2023	Wells Fargo Financial Leasing	Vendor	Outstanding	\$1,596.00
58653	6/14/2023	Workcare Resource Inc,	Vendor	Outstanding	\$135.00
58654	6/16/2023	Business Card	Vendor	Outstanding	\$771.98
58655	6/16/2023	Capital One	Vendor	Outstanding	\$153.72
58656	6/16/2023	Food Rite	Vendor	Outstanding	\$101.74
58657	6/16/2023	Gibson County Bus Garage	Vendor	Outstanding	\$15,506.50
58658	6/16/2023	GraceNotes LLC	Vendor	Outstanding	\$201.50
58659	6/16/2023	Nexair	Vendor	Outstanding	\$71.57
58660	6/16/2023	Quill	Vendor	Outstanding	\$83.97
58661	6/16/2023	Terri Mcdaniel	Vendor	Outstanding	\$365.63
58662	6/16/2023	Trenton Special School District	Vendor	Outstanding	\$35.19
58663	6/16/2023	Wade Electric Company	Vendor	Outstanding	\$9,990.00
58664	6/19/2023	A Better Way Athletics, LLC	Vendor	Outstanding	\$5,000.00
58665	6/19/2023	Central Technologies, Inc.	Vendor	Outstanding	\$2,379.60
58666	6/19/2023	Ellipsis Education	Vendor	Outstanding	\$14,750.00
58667	6/19/2023	Liminex, Inc	Vendor	Outstanding	\$3,200.00
58668	6/19/2023	Scott Guy Farms	Vendor	Outstanding	\$1,000.00
58669	6/19/2023	Steve Weiss Music	Vendor	Outstanding	\$954.00
58670	6/19/2023	Trane U.S. Inc	Vendor	Outstanding	\$873.32
58671	6/19/2023	Volunteer Technology Systems	Vendor	Outstanding	\$235.00
58672	6/20/2023	Alisha Owens	Vendor	Outstanding	\$24.00
58673	6/20/2023	Cdw Government	Vendor	Outstanding	\$319.27
58674	6/20/2023	Colette Wilson	Vendor	Outstanding	\$263.25
58675	6/20/2023	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$33.78
58676	6/20/2023	Pitney Bowes	Vendor	Outstanding	\$244.80
58677	6/20/2023	Wade Electric Company	Vendor	Outstanding	\$12,142.73

Gibson County Special Schools
Bank Account Check Listing By Date

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58678	6/20/2023	WASP Barcode Technologies	Vendor	Outstanding	\$5,929.20
58679	6/21/2023	Business Card	Vendor	Outstanding	\$1,207.74
58680	6/21/2023	Samantha Butler	Vendor	Outstanding	\$70.20
58681	6/21/2023	Capital One	Vendor	Outstanding	\$99.94
58682	6/21/2023	City Of Dyer	Vendor	Outstanding	\$100.00
58683	6/21/2023	Copies Plus, Inc	Vendor	Outstanding	\$100.00
58684	6/21/2023	David Hollomon, CPA	Vendor	Outstanding	\$2,650.00
58685	6/21/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$538,818.15
58686	6/21/2023	Pitney Bowes	Vendor	Outstanding	\$500.00
58687	6/21/2023	Renee Childs	Vendor	Outstanding	\$158.54
58688	6/21/2023	UT Le Bonheur Pediactric Specialist	Vendor	Outstanding	\$29,794.44
58689	6/21/2023	Workcare Resource Inc,	Vendor	Outstanding	\$135.00
58690	6/22/2023	Capital One	Vendor	Outstanding	\$444.36
58691	6/22/2023	Eddie Pruett	Vendor	Outstanding	\$375.00
58692	6/22/2023	Megan Barber	Vendor	Outstanding	\$382.90
58693	6/22/2023	Quill	Vendor	Outstanding	\$91.94
58694	6/22/2023	South Gibson County High Sch.	Vendor	Outstanding	\$103.50
58695	6/22/2023	Cardio Partners	Vendor	Outstanding	\$469.56
58696	6/22/2023	Christy Griggs	Vendor	Outstanding	\$184.00
58697	6/22/2023	First Choice Farm & Lawn	Vendor	Outstanding	\$17,800.00
58698	6/22/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$10,184.26
58699	6/22/2023	Premier Family Medicine	Vendor	Outstanding	\$375.00
58700	6/22/2023	Larry Sanders	Vendor	Outstanding	\$100.00
58701	6/23/2023	Baker Barns LLC	Vendor	Outstanding	\$13,765.00
58702	6/23/2023	Business Card	Vendor	Outstanding	\$42.01
58703	6/23/2023	Samantha Ellis	Vendor	Outstanding	\$184.00
58704	6/23/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$212,007.74
58705	6/23/2023	Marylee Williams	Vendor	Outstanding	\$184.00

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

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58706	6/23/2023	Business Card	Vendor	Outstanding	\$259.99
58707	6/23/2023	Peery, Mollie	Vendor	Outstanding	\$364.18
58708	6/26/2023	Business Card	Vendor	Outstanding	\$249.63
58709	6/26/2023	Kelli Elliott Barnes	Vendor	Outstanding	\$1,550.00
58710	6/26/2023	Business Card	Vendor	Outstanding	\$548.37
58711	6/26/2023	Medina Auto Farm Supply	Vendor	Outstanding	\$18.08
58712	6/26/2023	School Outfitters	Vendor	Outstanding	\$1,394.14
58713	6/26/2023	Stellar Therapy Services	Vendor	Outstanding	\$221.59
58714	6/26/2023	Business Card	Vendor	Void	\$67.96
58715	6/26/2023	Business Card	Vendor	Outstanding	\$25.40
58716	6/26/2023	Aflac	Vendor	Outstanding	\$367.44
58717	6/26/2023	Alisha Owens	Vendor	Outstanding	\$280.80
58718	6/26/2023	Michelle Goad	Vendor	Outstanding	\$190.16
58719	6/26/2023	Shawn Hampton	Vendor	Outstanding	\$24.00
58720	6/27/2023	Boston Mutual Whole Life	Vendor	Outstanding	\$195.02
58721	6/27/2023	CHLIC	Vendor	Outstanding	\$13,881.20
58722	6/27/2023	General Sessions	Vendor	Outstanding	\$100.00
58723	6/27/2023	General Sessions Court	Vendor	Outstanding	\$60.84
58724	6/27/2023	General Sessions Court	Vendor	Outstanding	\$54.42
58725	6/27/2023	Gibson County Imagination Library	Vendor	Outstanding	\$114.00
58726	6/27/2023	Gibson Education Association	Vendor	Outstanding	\$1,003.49
58727	6/27/2023	Life Investors	Vendor	Outstanding	\$541.82
58728	6/27/2023	MANHATTANLIFE ASSURANCE COMPANY OF AMERIC	Vendor	Outstanding	\$414.36
58729	6/27/2023	Pre-Paid Legal Services, Inc.	Vendor	Outstanding	\$189.35
58730	6/27/2023	Superior Vision Services, Inc	Vendor	Outstanding	\$2,121.37
58731	6/27/2023	Tasc Pvr	Vendor	Outstanding	\$5,368.24
58732	6/27/2023	Tenn Child Support	Vendor	Outstanding	\$928.00
58733	6/27/2023	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS, INC	Vendor	Outstanding	\$2,345.40

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

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58734	6/27/2023	TSACG	Vendor	Outstanding	\$13,785.00
58735	6/27/2023	Usable Life	Vendor	Outstanding	\$10,541.73
58736	6/27/2023	Usable Life	Vendor	Outstanding	\$8,840.84
58737	6/27/2023	Usable Life	Vendor	Outstanding	\$936.00
58738	6/27/2023	4-EverGreen	Vendor	Outstanding	\$4,658.33
58739	6/27/2023	At & T	Vendor	Outstanding	\$179.49
58740	6/27/2023	Br Supply, Inc.	Vendor	Outstanding	\$1,161.67
58741	6/27/2023	Epperson & Epperson Equipment	Vendor	Outstanding	\$215.00
58742	6/27/2023	Gibson Connect, LLC	Vendor	Outstanding	\$5,057.38
58743	6/27/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$242,741.40
58744	6/27/2023	Hal Leonard	Vendor	Outstanding	\$661.52
58745	6/27/2023	Jackson Psychological Services	Vendor	Outstanding	\$27,420.00
58746	6/27/2023	Kenton Chevrolet	Vendor	Outstanding	\$468.83
58747	6/27/2023	Mack Pest Control, Inc.	Vendor	Outstanding	\$150.00
58748	6/27/2023	Quill	Vendor	Outstanding	\$405.46
58749	6/27/2023	Teresa Newell	Vendor	Outstanding	\$163.80
58750	6/27/2023	The Tri City Reporter	Vendor	Outstanding	\$220.00
58751	6/27/2023	Tn Dept Of Labor & Workforce Development	Vendor	Outstanding	\$990.00
58752	6/27/2023	Tn Dept Of Safety & Homeland Security	Vendor	Outstanding	\$1,540.00
58753	6/27/2023	Townsend Door & Hardware	Vendor	Outstanding	\$2,495.00
58754	6/27/2023	Trenton Floor Center	Vendor	Outstanding	\$7,990.33
58755	6/27/2023	Twin City Barns Llc	Vendor	Outstanding	\$6,180.00
58756	6/27/2023	Verizon Wireless	Vendor	Outstanding	\$600.32
58757	6/27/2023	Worthy Road Studios	Vendor	Outstanding	\$1,000.00
58758	6/27/2023	Business Card	Vendor	Outstanding	\$1,259.69
58759	6/27/2023	Cantrell Construction Company	Vendor	Outstanding	\$12,900.00
58760	6/27/2023	City Lumber Company	Vendor	Outstanding	\$768.21
58761	6/27/2023	Quill	Vendor	Outstanding	\$19.08

Gibson County Special Schools
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58762	6/28/2023	Alisha Bauman	Vendor	Outstanding	\$48.00
58763	6/28/2023	Tessa Buckingham	Vendor	Outstanding	\$1,149.53
58764	6/28/2023	Business Card	Vendor	Outstanding	\$2,521.79
58765	6/28/2023	Carissa Burkett	Vendor	Outstanding	\$24.00
58766	6/28/2023	Joe Frizzell	Vendor	Outstanding	\$630.00
58767	6/28/2023	J.C. Educational Supply	Vendor	Outstanding	\$17,735.70
58768	6/28/2023	Kaplan Companies Inc.	Vendor	Outstanding	\$19,770.00
58769	6/28/2023	Lakeshore	Vendor	Outstanding	\$4,763.14
58770	6/28/2023	Veronica Minton	Vendor	Outstanding	\$24.00
58771	6/28/2023	Patricia Rickman	Vendor	Outstanding	\$734.40
58772	6/29/2023	Business Card	Vendor	Outstanding	\$2,222.78
58773	6/29/2023	Capital One	Vendor	Outstanding	\$1,068.03
58774	6/29/2023	J.C. Educational Supply	Vendor	Outstanding	\$1,499.00
58775	6/29/2023	Lorrie Pomeroy	Vendor	Outstanding	\$74.00
58776	6/29/2023	Michael R. Hill	Vendor	Outstanding	\$1,812.00
58777	6/29/2023	Business Card	Vendor	Outstanding	\$207.33
58778	6/29/2023	Craig Custom Cutting	Vendor	Outstanding	\$3,000.00
58779	6/29/2023	Ladd's Athletic Field Services	Vendor	Outstanding	\$13,164.50
58780	6/29/2023	Food Rite	Vendor	Outstanding	\$72.00
58781	6/29/2023	Hci Supply	Vendor	Outstanding	\$6.28
58782	6/29/2023	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$31.07
58783	6/29/2023	Medina Auto Farm Supply	Vendor	Outstanding	\$27.77
58784	6/29/2023	Personnel Concepts	Vendor	Outstanding	\$111.45
58785	6/29/2023	U.S. Bank	Vendor	Outstanding	\$800.00
58786	6/29/2023	WEST TN HEALTHCARE ECC TRAINING CENTER	Vendor	Outstanding	\$105.00
58787	6/29/2023	At & T	Vendor	Outstanding	\$179.49
58788	6/29/2023	Hci Supply	Vendor	Outstanding	\$521.04
58789	6/29/2023	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$10.99

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

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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58790	6/29/2023	Scarlett Spencer	Vendor	Outstanding	\$69.03
58791	6/29/2023	Tap Industries, Inc.	Vendor	Outstanding	\$16.00
58792	6/29/2023	Turner Landscaping	Vendor	Outstanding	\$1,008.00
58793	6/30/2023	Gibson County Federal Accounts	Vendor	Outstanding	\$231,253.96
58794	6/30/2023	Govconnection	Vendor	Outstanding	\$29,480.10
58795	6/30/2023	Venita Conley	Vendor	Outstanding	\$14.04
58796	6/30/2023	Griffin Automotive	Vendor	Outstanding	\$1,300.00
58797	6/30/2023	HOWARD COMPUTERS	Vendor	Outstanding	\$37,200.00
58798	6/30/2023	Printco	Vendor	Outstanding	\$80.00
58799	6/30/2023	The Master Teacher	Vendor	Outstanding	\$112.95
58800	6/30/2023	Alford's Tire Center	Vendor	Outstanding	\$71.65
58801	6/30/2023	Business Card	Vendor	Outstanding	\$8.99
58802	6/30/2023	Cdw Government	Vendor	Outstanding	\$590.16
58803	6/30/2023	Matthew Curry	Vendor	Outstanding	\$37.15
58804	6/30/2023	Sherry Dodson	Vendor	Outstanding	\$337.00
58805	6/30/2023	Laura Hawks	Vendor	Outstanding	\$121.10
58806	6/30/2023	J.W. Pepper & Son, Inc.	Vendor	Outstanding	\$529.90
58807	6/30/2023	Ladd's Athletic Field Services	Vendor	Outstanding	\$19,440.00
58808	6/30/2023	Susan Lockett	Vendor	Outstanding	\$37.15
58809	6/30/2023	Kimberly Malone	Vendor	Outstanding	\$222.59
58810	6/30/2023	Mollie Peery	Vendor	Outstanding	\$37.15
58811	6/30/2023	Bryan Poole	Vendor	Outstanding	\$2,600.00
58812	6/30/2023	Quill	Vendor	Outstanding	\$298.28
58813	6/30/2023	Skeeter Kell Sporting Goods	Vendor	Outstanding	\$545.00
58814	6/30/2023	Sullivan Fabricating, Company	Vendor	Outstanding	\$4,550.00
58815	6/30/2023	Sarah Beth Templ	Vendor	Outstanding	\$37.15
58816	6/30/2023	Terry Cunningham	Vendor	Outstanding	\$25.74
58817	6/30/2023	Thunderbolt	Vendor	Outstanding	\$302.00

Gibson County Special Schools
Bank Account Check Listing By Date

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Bank Account: Security Bank Vendor (Fund 141)
GL Account: 141- -11130

Account Number: 000000200379

Number	Date	Description	Check Type	Status	
58818	6/30/2023	Wells Fargo Financial Leasing	Vendor	Outstanding	\$399.00
58819	6/30/2023	Michael Wickersham	Vendor	Outstanding	\$37.15
58820	6/30/2023	Workcare Resource Inc,	Vendor	Outstanding	\$450.00
58821	6/30/2023	Business Card	Vendor	Outstanding	\$91.11
58822	6/30/2023	Megan Mccurdy	Vendor	Outstanding	\$37.15
58823	6/30/2023	Ronnie Cooper	Vendor	Outstanding	\$650.00

Totals for Vendor

Number of Checks:	285
Total Checks:	\$2,283,128.42
Reconciled Checks:	\$0.00
Outstanding Checks:	\$2,221,810.98
Void Checks:	\$61,317.44

Gibson County Special Schools
Bank Account Check Listing By Date

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Bank Account: Security Bank Vendor (Fund 141)
GL Account: 141- -11130

Account Number: 000000200379

Totals for 141- -11130

Number of Checks:	285
Total Checks:	\$2,283,128.42
Reconciled Checks:	\$0.00
Outstanding Checks:	\$2,221,810.98
Void Checks:	\$61,317.44

Gibson County Special Schools
Bank Account Check Listing By Date

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Bank Account: Security Bank Vendor (Fund 141)

Account Number: 000000200379

Grand Totals

Number of Checks:	285
Total Checks:	\$2,283,128.42
Reconciled Checks:	\$0.00
Outstanding Checks:	\$2,221,810.98
Void Checks:	\$61,317.44

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	0.00	0.00	0.00%	0.00	0.00	0.00%
40120	Trustee's Collections - Prior Year	0.00	0.00	0.00%	0.00	0.00	0.00%
40125	Trustee's Collections - Bankruptcy	0.00	0.00	0.00%	0.00	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	50,000.00	(79,688.05)	159.38%	4,166.67	(6,738.93)	161.73%
40162	Payments In Lieu Of Taxes-Local	150,000.00	(192,741.08)	128.49%	12,500.00	(1,129.04)	9.03%
40163	Payments In Lieu Of Taxes - Other	0.00	0.00	0.00%	0.00	0.00	0.00%
40210	Local Option Sales Tax	3,700,000.00	(4,151,012.11)	112.19%	308,333.33	(420,097.05)	136.25%
40350	Interstate Telecommunications Tax	20,000.00	(27,066.54)	135.33%	1,666.67	(2,412.00)	144.72%
40610	Current Property Tax	7,129,000.00	(7,367,018.23)	103.34%	594,083.33	(71,678.38)	12.07%
40620	Prior Year's Property Tax	150,000.00	(138,964.50)	92.64%	12,500.00	(119.52)	0.96%
40630	Interest And Penalty	20,000.00	(24,057.13)	120.29%	1,666.67	(3,173.03)	190.38%
41110	Marriage Licenses	900.00	(1,040.01)	115.56%	75.00	(80.99)	107.99%
42310	Fines	0.00	(7,979.00)	0.00%	0.00	(1,177.00)	0.00%
43570	Receipts From Individual Schools	65,000.00	(121,753.72)	187.31%	5,416.67	(28,558.23)	527.23%
43990	Other Charges For Services	0.00	(20,935.18)	0.00%	0.00	475.34	0.00%
44110	Investment Income	20,000.00	(183,113.61)	915.57%	1,666.67	(4,528.47)	271.71%
46511	Basic Education Program	24,399,000.00	(23,883,938.00)	97.89%	2,033,250.00	(1,924,838.00)	94.67%
46515	Early Childhood Education	412,197.16	(409,408.02)	99.32%	34,349.76	(157,884.63)	459.64%
46590	Other State Education Funds	959,286.08	(960,137.64)	100.09%	79,940.51	(638,744.01)	799.02%
46610	Career Ladder Program	37,500.00	(47,134.99)	125.69%	3,125.00	(1,163.40)	37.23%
46790	Other Vocational	3,900,000.00	(346,298.57)	8.88%	325,000.00	(346,298.57)	106.55%
46980	Other State Grants	95,158.00	(95,158.00)	100.00%	7,929.83	0.00	0.00%
47143	Special Education - Grants To States	51,397.00	(51,397.00)	100.00%	4,283.08	0.00	0.00%
49700	Insurance Recovery	49,232.28	(85,483.33)	173.63%	4,102.69	0.00	0.00%
Total Revenues		41,208,670.52	(38,194,324.71)	92.69%	3,434,055.88	(3,608,145.91)	105.07%
Expenditures							
71100	Regular Instruction Program	(16,779,831.01)	16,078,354.64	95.82%	(1,398,319.25)	3,766,428.96	269.35%
71200	Special Education Program	(2,398,302.64)	2,344,544.73	97.76%	(199,858.55)	530,993.42	265.68%
71300	Career and Technical Education	(5,118,048.29)	1,559,339.83	30.47%	(426,504.02)	224,157.06	52.56%
72110	Attendance	(84,583.24)	83,751.26	99.02%	(7,048.60)	12,479.28	177.05%
72120	Health Services	(594,914.48)	143,290.49	24.09%	(49,576.21)	19,300.32	38.93%
72130	Other Student Support	(1,211,666.03)	1,176,751.25	97.12%	(100,972.17)	266,627.75	264.06%
72210	Regular Instruction Program	(1,358,344.07)	1,183,998.58	87.16%	(113,195.34)	151,050.21	133.44%
72220	Special Education Program	(287,494.26)	276,186.30	96.07%	(23,957.86)	(14,296.70)	-59.67%
72230	Career and Technical Education	(7,500.00)	7,000.00	93.33%	(625.00)	0.00	0.00%
72250	EDUCATION TECHNOLOGY	(773,188.11)	723,707.21	93.60%	(64,432.34)	58,984.62	91.55%
72310	Board Of Education	(508,672.00)	411,232.63	80.84%	(42,389.33)	10,848.36	25.59%

Gibson County Special Schools
 Summary Financial Statement
 June 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72320	Office Of The Superintendent	(272,002.75)	266,406.92	97.94%	(22,666.90)	23,555.26	103.92%
72410	Office Of The Principal	(2,149,359.05)	2,069,639.77	96.29%	(179,113.25)	310,295.49	173.24%
72510	Fiscal Services	(244,007.50)	237,803.43	97.46%	(20,333.96)	28,834.78	141.81%
72610	Operation Of Plant	(2,557,459.00)	2,464,275.07	96.36%	(213,121.58)	103,692.07	48.65%
72620	Maintenance Of Plant	(961,848.63)	888,430.67	92.37%	(80,154.05)	92,086.66	114.89%
72710	Transportation	(1,623,538.35)	1,570,570.65	96.74%	(135,294.86)	191,363.65	141.44%
73100	Food Service	(9,035.00)	8,918.28	98.71%	(752.92)	8,918.28	1,184.50%
73300	Community Services	(4,728.00)	4,728.00	100.00%	(394.00)	0.00	0.00%
73400	Early Childhood Education	(412,197.16)	409,408.02	99.32%	(34,349.76)	118,054.89	343.68%
76100	Regular Capital Outlay	(2,078,122.98)	1,725,205.38	83.02%	(173,176.92)	46,141.47	26.64%
82130	Education	(3,210,533.00)	3,210,533.03	100.00%	(267,544.42)	0.00	0.00%
82230	Education	(1,390,323.00)	1,390,324.07	100.00%	(115,860.25)	0.00	0.00%
	Total Expenditures	(44,035,698.55)	38,234,400.21	86.83%	(3,669,641.55)	5,949,515.83	162.13%
Total	141 General Purpose School	(2,827,028.03)	40,075.50	1.42%	(235,585.67)	2,341,369.92	993.85%

	A	B	C	D	E	F
1	Monthly Work Order Recap					
2	Period: June 26 through July 6					
3						
4			Beginning of Month	New	Closed	End of Month
5	Technology	Assigned To:	Open Work Orders	Work Orders	Work Orders	Open Work Orders
6		Jamie Barr	22	1	3	20
7		Shawn Hampton	1	1	0	2
8		Alisha Owens	0	0	0	0
9		Anthony Bogue	9	6	5	10
10						
11	Grand Totals		32	8	8	32
12						
13						
14			Beginning of Month	New	Closed	End of Month
15	Maintenance	Assigned To:	Open Work Orders	Work Orders	Work Orders	Open Work Orders
16		Charles Salles	4	0	3	1
17		Travis Hendrix	0	1	0	1
18		Mark Robinson	1	2	2	1
19		Caleb Black	0	7	7	0
20		Ted Bauman	1	1	0	2
21		Brad Reynolds	1	2	2	1
22						
23	Grand Totals		7	13	14	6
24						
25						
26	Notes:					
27	1. Assigned To: The person who was assigned the work order.					
28	2. Beginning of the Month Work Orders: The number of work orders open for the Assigned To for time frame selected.					
29	3. New Work Orders: New work orders received by the Assigned To during the time frame selected.					
30	4. Closed Work Orders: Closed work orders closed by the Assigned To during the time frame selected.					
31	5. End of Month Open Work Orders: Work orders still open for the Assigned To for the time frame selected.					

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

GCSSD Board of Trustees Regular Meeting

Gibson County High School Library

June 29, 2023

Members Present: Mr. Scott Ball, Mr. Benny Boals, Mr. John Campbell II, Mr. Tom Lannom, Ms. Treva Maitland, Mr. Charles Scott, and Mr. Eddie Watkins.

PLEDGE OF ALLEGIANCE

Mrs. Treva Maitland led the Pledge of Allegiance.

CALL TO ORDER

Mr. Tom Lannom, Board Chairman, called the meeting to order.

ROLL CALL

CONSENT AGENDA

A motion was made by Mr. Eddie Watkins to approve the consent agenda, with a second by Mr. Scott Ball. *Motion passed.*

Bullying/Harassment Report

Finance Reports

Maintenance/Technology Reports

Minutes Approval

Overnight Field Trips

RECOGNITION

PUBLIC COMMENT

No public comment

REGULAR AGENDA

Budget Approval

Mr. Terry Cunningham presented the Budget Approval for the 2023-2024 school year. As discussed last month, the 2023-2024 Budget approves an 8% salary increase for all employees. Property taxes remain unchanged at a 2.0103% rate. The total budget is \$42,026,049.95. A motion was made by Mr. Tom Lannom to approve the 2023-2024 Budget, with a second by Ms. Treva Maitland. *Motion passed.*

Portable Building Bids

Mr. Terry Cunningham presented the Portable Building Bids from Twin City Barns for the amount of \$35,720. The two portable buildings will be used as middle school agriculture and STEM-related lab areas at Dyer and Rutherford. These will be purchased from the Innovative School Model Grant.

A motion was made by Mr. Eddie Watkins to approve the bid from Twin City Barns in the amount of \$35,720, with a second by Mr. Scott Ball. *Motion passed.*

Approval for Federal Consolidated Application

Mr. Terry Cunningham presented the Federal Consolidated Application, which includes ESSA Title I Part A and IDEA Part B funds.

The GCSSD Board of Trustees is required to approve the proposed expenditures for the Every Student Succeeds Act (ESSA) Title I Part A funds each year. These federal funds are established to improve the academic achievement of students attending area schools with a higher poverty percentage. Therefore, school allocations are spiraled down using an average per-pupil amount for each eligible school. Percentages are based on data from direct certification and free/reduced meal applications from March 2023.

The 5 schools eligible to receive Title I funds are listed in rank/spiraling order.

Dyer School (64.88%) - \$158,366.00

Kenton School (52.08%) - \$33,086.00

Rutherford School (51.26%) - \$75,296.16

Yorkville School (47.83%) - \$37,103.16

Spring Hill School (45.28%) - \$28,098.48

Total School Amounts: \$331,949.80

Districtwide positions and set-asides partially and/or fully funded by Title I funds include:

Title I Director

Federal Programs Bookkeeper

Literacy Coach

Parent Involvement Coordinator

Parent Involvement Activities/Meetings

Professional Development

Travel

Total Districtwide Amounts:: \$126,1043.16

The Title I Part A total budget for the 2023-2024 fiscal year is \$457,992.96. I seek your acceptance in approving the ESEA portion of the Federal Consolidated Application.

Paige Graner-Federal Director

The District Board of Trustees is required to approve the proposed expenditures for Part B IDEA funds each year. These are federal funds and the application process requires detailed expenditure projections. These are included with the general program budget which will be approved later.

Gibson County Special School District is eligible for IDEA Part B federal funds for the projected amount of

\$746,164 for students with disabilities ages 6-21 and an additional \$17,063 in federal preschool funds for students, ages 3-5. General-purpose state and local funds are budgeted in the amount of

\$3,171,688 for next year. Total funds budgeted for special education services in Gibson County Special School District for the school year 2023-2024 are \$3,934,915.

Summary of Projected Programs

520 students (ages 6-21) with disabilities identified for services (projected)

55 students (ages 3-5) with disabilities will also receive services (projected)

3 Pre-K programs for children who have developmental delays (ages 3-5)

3 buses for special transportation

3 bus attendants

3 vans-transportation to special programs outside our district (Vocational Rehab and work sites)

2 alternating drivers (and van) contracted to provide daily transportation to the West TN School for the Deaf and additional sped transportation within district as needed during the day.

4 Speech-Language Pathologists, 1 Speech-Language Teacher

27 classroom and inclusion teachers

50 teacher assistants and attendants

1 Transition School to Work Case Manager -85% funded with Voc Rehab grant for the coming year

2 Workplace Readiness Specialists (job coaches) - 85% funded with Voc Rehab grant for the coming year

1 full-time Special Education Supervisor

1 clerical position

A full range of therapies are provided through private contracts with LeBonheur HealthCare (physical and occupational therapies), Psychological Services (evaluation and assessment services), behavior intervention services (independent contractor), and as needed, additional speech/language services through Stellar Therapies.

I am seeking approval of the IDEA portion of the Federal Consolidated Application.

Renee Childs-Supervisor of Special Education

A motion was made by Mr. Scott Ball to approve the Federal Consolidated Application, with a second by Ms. Treva Maitland. *Motion passed.*

3rd Grade Retention/Summer School Update

Mr. Eddie Pruett and Mrs. Kristin Hardin presented the 3rd-Grade Retention and Summer School Update. Mrs. Hardin explained the pathways to 4th grade.

Overall, 286 students were tested, and 128 students were required to go to school camp.

After the retake and appeals options were utilized, 46 students were required to go to summer camp.

- 36 - Appeals applied for; 31 accepted; 5 denied
- 23 - 504, IEP, ELL, or suspected disability
- 12 - Scored on track or mastered on the retake
- 11 - Previously retained
- 3 - Parents choose retention
- 2 - Moved

GCSSD is ranked 13th by District Average for total proficiency.

Advisory Referendum/Consolidation Discussion

Mr. Eddie Pruett asked the board to discuss the Advisory Referendum/Consolidation. Mr. Pruett presented several options. The board discussed all options.

A motion was made by Mr. Benny Boals to modify the private act to allow for an advisory referendum, with a second by Mr. Tom Lannom. *Motion passed.*

DIRECTOR'S REPORT**New Hire List**

Mr. Eddie Pruett presented the New Hire List. Automotive Instructor for GCHS and Agricultural Teacher for SGCMS, along with a few other positions are still needing to be filled. Principals are working to fill positions.

Upcoming Conferences

- **2023 Summer Law Institute - June 30th in Jackson, TN, and July 21st-22nd in Gatlinburg, TN**
- **2023 Fall District Meeting - September 18th - Bradford Special School District**
- **2023 TSBA Annual Convention and Leadership Conference - November 16th -19th in Nashville, TN**

Mr. Pruett informed the board of the upcoming conference.

ADJOURN

A motion was made by Ms. Treva Maitland to adjourn, with a second by Mr. John Campbell II. *Motion passed.*

Summary Report for Bullying / Harassment Cases

2022 – 23 School Year

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Total Reported to the school	Total Determined after investigation
Dyer	0	1	1	0	2	0	1	4	0	0	9	6
GCHS	0	0	0	0	0	0	1	0	0	0	1	1
Kenton	0	0	0	0	1	0	0	0	0	0	1	0
SGCES	0	0	1	0	0	0	0	0	0	0	1	0
SGCMS	0	0	0	2	4	2	3	3	3	3	20	1
Rutherford	0	0	0	0	0	0	0	0	0	0	0	0
SGCHS	0	1	0	0	0	0	1	0	0	0	2	1
Spring Hill	0	0	0	0	0	1	1	0	0	0	2	0
Yorkville	0	0	0	0	0	0	0	0	1	0	1	1

NOTE: All determined cases were resolved at the school level.

**Gibson County Special School District
Board of Trustees
Athletic Practice Policy
July 13, 2023**

There will be NO athletic practice during the seven hours of educational instruction in the school day. The only exceptions would be high school sports.

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 04/12/05
		Rescinds: 1.102	Issued: 06/13/96

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

2 **NUMBER**

3 The Board of Trustees is composed of seven (7) members.

4 **QUALIFICATIONS**

5 Members of the Board of Trustees shall be residents of and elected on a non-partisan basis from the
6 districts dictated by the charter, in compliance with the charter as amended, from time to time,¹ and shall
7 be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To
8 qualify as a candidate, an individual must show proof of graduation from high school or receipt of a
9 **G.E.D.** Board members who serve on special boards may serve in other capacities in county
10 government.³

11 **TERMS OF OFFICE**

12 Members of the Board shall be popularly elected to serve four (4) year terms, as determined by private
13 acts.

14 **VACANCIES**

15 When a vacancy occurs, the unexpired term shall be filled by the Board of Trustees.⁴ Such appointment
16 shall continue until the next general election.⁵

Legal References

- 1. TCA 49-2-201
- 2. TCA 49-2-202(a)(1)
- 3. TCA 49-2-202(a)(2)
- 4. TCA 49-2-202(e)
- 5. Tennessee Constitution, Article VII, Section 2

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 04/12/05
		Rescinds: 1.102	Issued: 06/13/96

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6 districts dictated by the charter, in compliance with the charter as amended, from time to time,¹ and shall
7 be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To
8 qualify as a candidate, an individual must show proof of graduation from high school or receipt of a **high**
9 **school equivalency approved by the State Board of Education**. Board members who serve on special
10 boards may serve in other capacities in county government.³

11 **TERMS OF OFFICE**

12 Members of the Board shall be popularly elected to serve four (4) year terms, as determined by private
13 acts.

14 **VACANCIES**

15 When a vacancy occurs, the unexpired term shall be filled by the Board of Trustees.⁴ Such appointment
16 shall continue until the next general election.⁵

Legal References

1. TCA 49-2-201
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(2)
4. TCA 49-2-202(e)
5. Tennessee Constitution, Article VII, Section 2

Gibson County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 04/13/23
		Rescinds: 1.106	Issued: 08/07/08

1 *General*¹

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

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

12 **ETHICS COMPLAINTS**

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

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

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

26 The Ethics Committee may:

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

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

Legal References

1. TCA 8-17-103

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds:	Issued:

1 *General*¹

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

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

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20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

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23 employee and make recommendations to cease any activity that, in the Ethics Committee’s judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
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- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
- 2 disciplinary action, if warranted; or
- 3
- 4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 5 for possible ouster or criminal prosecution.

6 **POINT OF CONTACT²**

7 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director

8 of Schools shall provide the contact information to the Commission and ensure that any changes are

9 submitted within thirty (30) calendar days.

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 12/10/15
		Rescinds: 1.400	Issued: 08/13/15

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

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

5 The Board may restrict the recording of Board meetings via camera, camcorder, or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.⁴

8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the second Thursday of each month. In special
10 circumstances when the Board determines the need to change a regular meeting, the Board may do so
11 at that time. In instances when any regular meeting date falls on a legal holiday, the meeting shall be
12 rescheduled by the chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.²

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

19 **ELECTRONIC ATTENDANCE⁵**

20 Absent Board members may attend a regular or special meeting by electronic means if the member is
21 absent from the county because of work, is unable to attend due to a family emergency, or due to the
22 member's military service. However, a board member may not participate electronically more than two
23 (2) times per year for absences due to work and/or family emergencies. Such participation is subject to
24 the following.

25 ***General Requirements***

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

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

8 *Work Related Absence*

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

- 10 1. The Board member must be absent from the county due to work.
- 11 2. The member wishing to participate must email the Board Chairman, Vice-Chairman, Director,
12 and Board Secretary at least five (5) days prior to the meeting notifying them of the member's
13 desire to participate electronically.

14 *Family Emergency*

15 The following requirement applies to electronic attendance due to a family emergency:

- 16 1. The member must be absent due to the hospitalization of the member or the death or
17 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
18 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or
19 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-126
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 & ADA Grievance Procedures 1.802

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 12/10/15
		Rescinds: 1.400	Issued: 08/13/15

- 1 The Board will transact all business at official meetings which may be either regular or special.
- 2 Every meeting of the board shall be open to the public, except for those meetings in which the law allows
3 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.³
- 5 The Board may restrict the recording of Board meetings via camera, camcorder, or other photographic
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
7 of efficient and orderly public meetings.⁴

8 **REGULAR MEETINGS**

- 9 Regular meetings of the Board shall be held on the second Thursday of each month. In special
10 circumstances when the Board determines the need to change a regular meeting, the Board may do so
11 at that time. In instances when any regular meeting date falls on a legal holiday, the meeting shall be
12 rescheduled by the chair.

13 **SPECIAL MEETINGS**

- 14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
15 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
16 require it, or when requested to do so by a majority of the Board.²

- 17 Only business related to the call of the meeting, and details related to agenda items shall be discussed
18 or transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE⁵**

- 20 Absent board members may attend a regular or special meeting by electronic means for certain
21 qualifying reasons. The following requirements apply to all electronic attendance, regardless of the
22 reason for the absence:

- 23 1. A quorum of the Board shall be physically present at the meeting in order for any board
24 member to attend electronically;
- 25 2. Any board member wishing to participate electronically shall do so using technology that
26 allows the Chair to visually identify the board member; and

1 3. The responsibility for the connection lies with the board member wishing to participate
2 electronically. No more than three (3) attempts to connect shall be made unless the Board
3 chooses to make additional attempts.

4 *Work-Related Absence*

5 A board member may attend a meeting by electronic means if out of the county due to work; however,
6 he/she may only participate electronically two (2) times per year for this reason. The board member
7 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
8 board member's intention to participate electronically.

9 *Sickness or Period of Convalescence*

10 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
11 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
12 times per year for this reason.

13 *Inclement Weather or Natural Disaster*

14 A board member may attend a meeting by electronic means due to inclement weather or natural
15 disaster if the schools in the school district are closed; however, he/she may only participate
16 electronically three (3) times per year for this reason.

17
18 *Family Emergency*

19 A board member may attend a meeting by electronic means if there is a family emergency that
20 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
21 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
22 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
23 or sister-in-law. The board member may only participate electronically two (2) times per year for this
24 reason.

25 *Military Service*

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 12/10/09
		Rescinds: 1.402	Issued: 06/13/96

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
 2 of all regular meetings for the Board of Trustees for a year and subsequent posting of this list in the
 3 Board/director of schools' office and in each of the public schools. The schedule shall also be sent to the
 4 president of the local education association² and to the local news media for periodic announcement. No
 5 other notice of regular meetings shall be necessary beyond those stated and the holding of the particular
 6 regular meetings at the appointed times, if the date and time of the next regular meeting was announced
 7 at the last held board meeting.

8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the
 9 local news media and the president of the local education association, as in the case of regular meetings,
 10 at least forty-eight (48) hours prior to the meeting.

11 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
 12 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice
 13 shall be given to all appropriate parties as is practical.

14 All notices of special board meetings shall state the time, place and purpose of the meeting.

15 Board of Trustees "work sessions" will be posted on the Gibson County Special School District web site
 16 at least 72 hours prior to the meeting.

Legal References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date:
		Rescinds:	Issued:

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

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

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

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

Legal References

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

Cross References

School Board Meetings 1.400

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 11/08/22
		Rescinds: 3.202	Issued: 09/12/19

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

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

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

20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill
22 annually in coordination with local law enforcement.⁴

23 **AED DRILLS⁵**

24 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
25 the event of a medical emergency. The principal shall ensure that the drill occurs.

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
27 training, planning, notification, and maintenance to comply with state law.

1 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

2 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
3 and consult with the local and state health departments and other local emergency or healthcare
4 providers in protecting students and the community from further infection. The Director of Schools
5 shall develop procedures for health emergencies in accordance with state law.

6 REMOTE LEARNING DRILLS⁷

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

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

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

20 **ANNUAL DRILLS⁴**

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

- 23 1. An armed intruder drill in coordination with local law enforcement;
24
25 2. An incident command drill; and
26
27 3. An emergency safety bus drill.

1 AED DRILLS⁵

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

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

11 REMOTE LEARNING DRILLS⁷

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

Legal References

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: <b style="text-align: center;">Risk Management	Descriptor Code: 3.204	Issued Date: 06/13/96
		Rescinds: 3.206	Issued: 07/26/94

- 1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the
- 2 school system and to comply with the guidelines developed by TSBA's Workers' Compensation Trust
- 3 (WCT) in order to qualify for applicable premium discounts. The Board of Trustees shall provide
- 4 sufficient staff and budget for its implementation.

- 5 The Board shall designate a professional staff person who shall be responsible for the promotion and
- 6 development of a prevention and safety education program for students and personnel employed by the
- 7 school system. This person shall be given authority and title commensurate with the task and shall
- 8 answer directly to the director of schools. The general areas of responsibilities include, **but are not**
- 9 **limited to**, in-service training, development of accident prevention procedures, accident record
- 10 keeping, facility inspection.

Cross References

Insurance Management 3.600
Worker's Compensation 3.602

Gibson County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: <p style="text-align: center;">Threat Assessment Team</p>	Descriptor Code: <p style="text-align: center;">3.204</p>	Issued Date:
		Rescinds:	Issued:

1 *General*¹

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

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

8 **TEAM MEETINGS**

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

10 **RECORDKEEPING**³

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

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

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

Legal References

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

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

Gibson County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: <b style="text-align: center;">Security	Descriptor Code: 3.205	Issued Date: 11/09/21
		Rescinds: 3.205	Issued: 06/13/96

1 *General*¹

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.²

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**¹

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
27 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
28 programs shall be approved by the Peace Officers Standards and Training Commission.³

- 1 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
2 subject to that agency's direction, control, supervision, and discipline.
- 3 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
4 the Director of Schools.
- 5 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
6 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall
7 include, but not be limited to, the following:
- 8 a. Representing and carrying out the policies of the law enforcement agency assigning the
9 SROs;
- 10 b. Supervising the SROs in the performance of their duties;
- 11 c. Consulting with the Director of Schools regarding the best use of the available resources
12 for school policing; and
- 13 d. Resolving disputes between the SROs and students or staff members.
- 14 6. The MOU may be effective for any length of time, including continuing until terminated by the
15 parties, and may contain any reasonable notice requirement for the termination of the MOU.
16 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
17 active participation of any SROs in the event that the Director of Schools believes that such
18 suspension is best for the health, safety, or wellbeing of the students or staff members.

19 **CYBERSECURITY⁴**

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

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

Cross References

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

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

1 *General*¹

2 The Director of Schools shall establish procedures to protect schools which shall include, but not be
3 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.²

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings
12 is limited to the school's primary entrance during the school day as well as when students are present
13 outside of regular school hours.³

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

19 **AFTER SCHOOL HOURS**

20 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
21 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

22 **LAW ENFORCEMENT SERVICES**¹

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24 Partnerships may include, but not be limited to, education and recreational programs, delinquency
25 prevention, and mentoring initiatives.

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement
2 agency to provide school policing. The MOU shall address, at a minimum, the following issues:
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7 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
8 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
9 programs shall be approved by the Peace Officers Standards and Training Commission.⁴
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13 the Director of Schools.
 - 14 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
15 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall
16 include, but not be limited to, the following:
 - 17 a. Representing and carrying out the policies of the law enforcement agency assigning the
18 SROs;
 - 19 b. Supervising the SROs in the performance of their duties;
 - 20 c. Consulting with the Director of Schools regarding the best use of the available resources
21 for school policing; and
 - 22 d. Resolving disputes between the SROs and students or staff members.
 - 23 6. The MOU may be effective for any length of time, continuing until terminated by the parties, and
24 may contain any reasonable notice requirement for the termination of the MOU. However, the
25 MOU shall contain a provision allowing the Director of Schools to suspend the active
26 participation of any SROs in the event that the Director of Schools believes that such suspension
27 is best for the health, safety, or wellbeing of the students or staff members.

28 **CYBERSECURITY⁵**

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30 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
31 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 11/09/21
		Rescinds: 4.204	Issued: 06/13/96

1 *General*

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

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

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

14 **SUMMER PROGRAMMING²**

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

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

1 **ATTENDANCE REQUIREMENTS²**

- 2 Priority students, as defined by state law, shall be required to attend summer programs.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

Legal References

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

Cross References

Extended Contracts 5.112

Gibson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date:
		Rescinds:	Issued:

1 *General*

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- 4
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- 9 4. Summer learning camps.

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 16 year, no later than May, outlining the following:

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

1 ATTENDANCE REQUIREMENTS²

2 Priority students, as defined by state law, **shall** 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.

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

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall
7 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the
8 twenty (20) days required for summer school attendance. If more days are missed, students may make
9 up a total of **five (5) days within the specified timeframe**. Missed days will be documented, and
10 options for make-up days will be provided by the **Director of Schools**.

11 Parents shall be provided information on the summer program attendance policy by letters from the
12 school.

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

Legal References

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

Cross References

Extended Contracts 5.112

Gibson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 07/10/08
		Rescinds:	Issued:

- 1 The following guidelines shall be followed in administering the student activities program:
- 2 1. The Board shall initially approve each specific extracurricular activity so that proper support
- 3 and supervision may be assured.
- 4
- 5 2. The principal, after obtaining the recommendation of the faculty and the director of schools,
- 6 shall determine which clubs and organizations will be permitted.
- 7
- 8 3. Each student activity must be under the guidance and direction of a certificated staff member.
- 9
- 10 4. All student activities must have the approval of the principal.
- 11
- 12 5. Student activities occurring before or after regularly scheduled school hours must be under the
- 13 supervision of the principal or his/her designee.
- 14
- 15 6. Secret organizations shall not be operated in any school.
- 16
- 17 7. A student shall not be required to attend a school-sponsored student activity that is scheduled at
- 18 a time which conflicts with his religious practices.
- 19
- 20 8. School-sponsored student activities during vacation periods shall be restricted to regularly
- 21 scheduled athletic programs and major events which cannot be scheduled otherwise.
- 22
- 23 9. Student groups shall not participate in state or national activities which are not listed as
- 24 approved activities by regional accrediting associations or state and national principals'
- 25 associations without the approval of the director of schools.
- 26
- 27 10. A student on out-of-school suspension shall not be permitted to participate in school-sponsored
- 28 activities.
- 29
- 30 11. Activities which restrict participation because of race, color, religion, sex, disabilities, or
- 31 national origin are forbidden.1 The Board shall not use race as a factor for selecting students to
- 32 receive school honors, awards (including, but not limited to, homecoming queen and class
- 33 favorites) or for determining which students may participate in any activity. The Board also
- 34 prohibits any practices that would indicate that the Board endorses or sponsors any racially
- 35 exclusive extracurricular activities, including the practice of allowing students participating in
- 36 racially exclusive non-school sponsored activities to indicate in the school yearbook that the
- 37 district sponsors or endorses their activity.

- 1 12. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored
- 2 by the school.

Legal References

1. 20 U.S.C. § 1703

Cross References

Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Student Clubs and Organizations 6.702

Click here to choose a school board.			
Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following shall be adhered to:

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

21 **STUDENT CLUBS & ORGANIZATIONS³**

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

Legal References

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

Cross References

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

Gibson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b style="text-align: center;">Library Materials	Descriptor Code: 4.403	Issued Date: 11/08/22
		Rescinds:	Issued:

1 *General*

2 The Supervisor of Librarians shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

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

14 Supervisor of Librarians shall be responsible for periodically reviewing the district's library collection
15 in line with these established standards.

16 **COMPLAINTS**

17 If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

- 18 1. Inform the complainant of the selection procedures and make no commitments.
- 19
- 20 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 21
- 22 3. Inform the principal (and other appropriate personnel).
- 23
- 24 4. Keep challenged materials available for use during the reconsideration process.
- 25
- 26 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 27
- 28 6. The principal shall request review of the challenged materials by an ad hoc materials review
29 committee within ten (10) days. The review committee is appointed by the principal and
30 includes certified library media personnel, representatives from classroom teachers, one or
31 more parents, and may include one or more students. The principal will inform the Director of

1 Schools of the review committee's progress.
2

3 7. The review committee shall take the following steps after receiving the challenged materials:
4

- 5 a. Read, view, or listen to the contested material in its entirety;
6 b. Check general acceptance of the material by reading recognized and evaluative reviews;
7 c. Determine the extent to which the material supports the educational mission of the
8 school;
9 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
10 the material for its strength and value; and
11 e. Present a recommendation to the principal for further action and to the Director of
12 Schools for purposes of information.
13

14 8. If the complainant desires further action after receiving the recommendation of the committee
15 and the decision of the principal, an appeal may be made to the Board.

Legal References

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

Cross References

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

<h2 style="margin: 0;">Gibson County Board of Education</h2>			
Monitoring: Review: Annually, in November	Descriptor Term: <h3 style="text-align: center; margin: 0;">Library Materials</h3>	Descriptor Code: 4.403	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Supervisor of Librarians shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

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

14 **The Supervisor of Librarians** shall be responsible for periodically reviewing the district’s library
15 collection in line with these established standards. **He/she shall post the list of library materials online.**

16 **COMPLAINTS²**

17 **Tier I**

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

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

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

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

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

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

15 Tier Two

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

21 Tier Three

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

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

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 11/09/21
		Rescinds: 5.106	Issued: 10/11/18

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.¹ 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.²

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.³

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.⁴

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.⁵ 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;⁶
- 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;⁷
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
26 of Health;⁷
- 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;⁸
- 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;⁹
- 32 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
33 employment for cause; or
- 34 7. Who does not receive a satisfactory background check.¹⁰

1 *Support Employees*

2 No person shall be employed:

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

14 **EMPLOYMENT**

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

17 *Initial Employment for Professional Employees*

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

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)
- 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

PROPOSED POLICY⁶⁸

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date:
		Rescinds:	Issued:

1 APPLICATION

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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.¹ 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.²

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.³

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.⁴

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.⁵ 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;⁶
- 22 2. Who has been identified by the Department of Children's Services, or on a similar registry in
23 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
24 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
26 of Health, or on a similar registry in another jurisdiction;⁷
- 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;⁸
- 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;⁹

- 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.¹⁰

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;⁸
 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;⁷
 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
 12 of Health, or on a similar registry in another jurisdiction;⁷
 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
 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.¹⁰

17 **EMPLOYMENT**

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

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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.¹² 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.

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 11/08/22
		Rescinds:	Issued:

1 *General*

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

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

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

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

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

24 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

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

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

15 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that
16 the retired member has the required experience and training for the position and that no other qualified
17 persons are available to fill the position.

18 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
19 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
20 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
21 percent (5%) of the retired member's pay rate.
22

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

<h2 style="margin: 0;">Gibson County Board of Education</h2>			
Monitoring: Review: Annually, in January	Descriptor Term: <h3 style="text-align: center; margin: 0;">Employment of Retirees</h3>	Descriptor Code: 5.119	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

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

5 Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for
6 up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may
7 substitute teach for additional days.¹

8 **GENERAL EMPLOYMENT CONTRACTS**

9 The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended
10 under certain conditions which include, but are not limited to, the following:²
11

- 12 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 13
- 14 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
15 receive medical insurance coverage; and
- 16
- 17 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
18 Board for teachers with no experience filling similar positions or more than eighty-five percent
19 (85%) of the rate of compensation set by the Board for teachers with comparable training and
20 years of experience filling similar positions.

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

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

- 25 1. The retired member has been retired for at least sixty (60) calendar days;
- 26
- 27 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
28 retirement allowance;
- 29

- 1 3. The retired member is not drawing disability retirement benefits; and
- 2
- 3 4. The retired member can't accrue additional retirement benefits.

4 The Director of Schools shall notify TCRS of the member's reemployment. Once the retired member is
5 hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall
6 pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the
7 school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the
8 retired member's pay rate.

9

Legal References

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

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Gibson County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 01/14/21
		Rescinds: 5.302	Issued: 03/08/12

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month
3 employed during the school year and shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or
5 illness or death of a member of the immediate family of a teacher, including the teacher's wife or
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

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

11 A certificate from the physician on forms furnished by the Board of Trustees may be required in
12 support of any claim for sick leave pay.¹

13 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
14 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
15 permit and must be paid according to the state salary scale.

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

18 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
19 school system, provided that the director of schools of the system in which the accumulated leave was
20 held provides notarized verification.¹

21 SUPPORT PERSONNEL

22 Sick leave for support personnel shall be one (1) day for each month an employee is employed in a
23 school year and shall accumulate for an unlimited number of days.

24 At the termination of the employment of any employee, all unused sick leave accumulated by the
25 employee shall be terminated.

26 The immediate supervisor may require a physician's certificate stating the reason for absence.

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References

Family and Medical Leave 5.305
Physical Assault Leave 5.307

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date:
		Rescinds:	Issued:

1 PROFESSIONAL PERSONNEL

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

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

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

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

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

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school district, provided that the Director of Schools of the district in which the accumulated leave was
18 held provides notarized verification.³

19 SUPPORT PERSONNEL

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed during
21 the school year, and these days shall accumulate for an unlimited number of days.

22 The immediate supervisor may require documentation from a physician stating the reason for absence.

23 SICK LEAVE BANK

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

26 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
27 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall

1 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
2 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
3 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
4 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
5 nontransferable.⁷

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

11 An employee who is a member of the sick leave bank may request an allotment of days (for the
12 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
13 by the trustees. The need for these days shall be verified by a statement from a physician.⁸

14 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any
15 year.⁹ Membership withdrawal results in forfeiture of all days contributed.

16 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 12/12/19
		Rescinds: 5.305	Issued: 09/12/19

1 **PURPOSE**

2 To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the
3 care of a child, spouse, or parent who has a serious health condition.

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least
6 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of
7 FMLA eligibility¹) during the previous twelve-month period.²

8 **GENERAL PRINCIPLES**

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

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

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

22 **MATERNITY/PATERNITY LEAVE**

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

27 2. *Employees' Sick Leave -* In accordance with state law, any employee who goes on maternity or paternity
28 leave shall be allowed to use all or a portion of the employee's accumulated sick or annual leave for
29 maternity leave purposes. In order to be eligible to use sick leave, written request of the employee
30 accompanied by a statement from the employee's physician verifying pregnancy shall be submitted. Upon
31 verification by a written statement from an adoption agency or other entity handling an adoption, an
32 employee may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents
33 are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

1 Spouses who are both eligible employees of the school district are limited to a combined total of twelve
2 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and
3 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who
4 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or
5 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA
6 reasons.⁵

7 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

8 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable
9 to work because of a serious health condition or to care for an immediate family member with a serious health
10 condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees
11 shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the
12 leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee
13 shall notify Human Resources as soon as practicable—generally, either the same or next business day.

14 **LEAVE FOR MILITARY FAMILY MEMBERS**

- 15 1. *Qualifying Exigency Leave⁷* - Eligible employees are entitled to up to twelve (12) workweeks of leave
16 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of
17 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to
18 active duty, or has been notified of an impended call to active duty status, in the Armed Forces. Qualifying
19 exigencies may include:
- 20 a. issues arising from the service member’s short notice deployment;
 - 21 b. military events and related activities (e.g. official ceremonies, support programs);
 - 22 c. making or updating financial and legal arrangements, attending counseling;
 - 23 d. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-
24 term rest and recuperation leave during deployment; or
 - 25 e. attending post-deployment activities.
- 26 2. *Military Caregiver Leave⁸*- An eligible employee who is the spouse, son, daughter, parent, or next of kin
27 of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-
28 six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current
29 member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing
30 medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the
31 temporary disability retired list, for a serious injury or illness.

32 A covered veteran is an individual who was a member of the Armed Forces at any time during the period
33 of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious
34 injury or illness who is currently receiving medical treatment, recuperation, or therapy.

35 The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8,
36 2013. The “single twelve (12) month period” for leave to military caregiver leave begins on the first day
37 the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited
38 to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member.
39 The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave
40 that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care,
41 for care of a parent who has a serious health condition, or for the employee's own serious health condition.

1 INTERMITTENT LEAVE⁹

2 Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill
3 family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly
4 adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for
5 planned medical treatment and the employee would be on leave for greater than 20% of the total number of
6 working days in the period during which the leave would extend, the school may require that such employee elect
7 either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical
8 treatment or to transfer temporarily to an available alternative position offered by the school system for which the
9 employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of
10 leave.

11 RESTRICTIONS

12 1. Notice Requirements

13 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the director of schools with
14 at least thirty (30) days written notice before the beginning of the anticipated leave.

15 b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the
16 director of schools/ designee shall notify the employee within three (3) business days (absent
17 extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation
18 leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA
19 leave.¹¹ The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in
20 writing, no later than the following pay day.¹²

21 2. Certification Requirement¹³

22 a. The director may require that a request for leave be supported by certification issued by a health
23 care provider with the following information:
24 i. the date on which the serious health condition commenced;
25 ii. the probable duration of the condition;
26 iii. the appropriate medical facts within the knowledge of the health care provider regarding
27 the condition; and
28 iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or
29 parent and an estimate of the amount of time that such employee is needed.

30 b. If there is any reason to doubt the validity of the certification provided, the director may require,
31 at the expense of the school system, an opinion of a second health care provider.

32 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

33 a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may
34 require the employee to continue taking leave until the end of the term if the leave is at least three
35 (3) weeks of duration and the return of employment would occur during the three (3) week period
36 before the end of the term.

37 b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require
38 the employee to continue taking leave until the end of the term if the leave is greater than two (2)
39 weeks duration and the return to employment would occur during the two (2) week period before
40 the end of the term.

1 REQUIREMENTS OF THE BOARD¹⁵

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

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **ELIGIBILITY**

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.²

6 **GENERAL PRINCIPLES**

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

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

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run
22 concurrently with and be counted toward the employee’s total period of FMLA leave.

23 **MATERNITY/PATERNITY LEAVE**

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
27 childbirth, and nursing of a newborn child.³
- 28
- 29 2. *Teachers’ Leave* – In accordance with state law, any teacher who goes on maternity or paternity
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
31 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher

1 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
 2 Upon verification by a written statement from an adoption agency or other entity handling an
 3 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
 4 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
 5 to use such leave.⁴
 6

- 7 3. Spouses who are both eligible employees of the school district are limited to a combined total of
 8 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
 9 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
 10 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
 11 who share leave for the birth or adoption of a child may be eligible for limited amounts of
 12 additional leave for other qualifying FMLA reasons.⁵
 13

- 14 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available
 15 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An
 16 eligible employee taking leave under this provision shall not be required to utilize any other type
 17 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,
 18 or other individuals required by law to hold a valid license of qualification for employment who
 19 have been employed with a school district full time for at least twelve (12) consecutive months.
 20

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

27 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

28 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
 29 is unable to work because of a serious health condition or to care for an immediate family member with
 30 a serious health condition. Employees shall contact Human Resources to determine if the reason for
 31 leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days'
 32 notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable,
 33 generally, either the same or next business day.

34 LEAVE FOR MILITARY FAMILY MEMBERS

- 35 1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks
 36 of leave because of any qualifying exigency arising out of the fact that the spouse, son,
 37 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
 38 notified of an impending call to active duty, or has been notified of an impended call to active
 39 duty status in the Armed Forces. Qualifying exigencies may include:
 40
 41 a. Issues arising from the service member's short notice deployment;
 42 b. Military events and related activities (e.g., official ceremonies, support programs);
 43 c. Making or updating financial and legal arrangements;

- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

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

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

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

8
9 2. Certification Requirement¹⁴

- 10
11 a. The Director of Schools may require that a request for leave be supported by
12 certification issued by a health care provider with the following information:
13
14 i. The date on which the serious health condition commenced;
15 ii. The probable duration of the condition;
16 iii. The appropriate medical facts within the knowledge of the health care provider
17 regarding the condition; and
18 iv. A statement that the eligible employee is needed to care for the son, daughter,
19 spouse, or parent and an estimate of the amount of time that such employee is
20 needed.
- 21
22 b. If there is any reason to doubt the validity of the certification provided, the Director of
23 Schools may require, at the expense of the school district, an opinion of a second health
24 care provider.

25
26 3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- 27
28 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
29 Schools may require the employee to continue taking leave until the end of the term if
30 the leave is at least three (3) weeks of duration and the return of employment would
31 occur during the three (3) week period before the end of the term.
- 32
33 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
34 may require the employee to continue taking leave until the end of the term if the leave
35 is greater than two (2) weeks duration and the return to employment would occur during
36 the two (2) week period before the end of the term.

37 **REQUIREMENTS OF THE BOARD**¹⁶

- 38 1. The employee shall be restored to the same position of employment or an equivalent position
39 with no loss of benefits, pay, or other terms of employment.
- 40 2. The employee shall be kept under any group health plan for the duration of the leave.
- 41 3. The Board may recover the premium paid under the following conditions:
42
43 a. The employee fails to return from leave after the period of leave has expired; and

1
2
3
4

- b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

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

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Gibson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h3 style="text-align: center;">Physical Assault Leave</h3>	Descriptor Code: 5.307	Issued Date: 10/10/13
		Rescinds: 5.307	Issued: 06/13/96

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
 2 or other violent criminal acts committed in the course of the teacher's employment duties, shall receive
 3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or
 4 professional leave.¹

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

9 A signed statement listing the cause of the absence shall be provided by the employee on forms
 10 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
 11 of all claims. A certificate from the physician on forms furnished by the director of schools may also
 12 be required to verify the extent of the injury.³

Legal References

1. TCA 49-5-714(a)
2. TCA 49-5-714(b)
3. TRR/MS 0520-01-02-.04(5)(b)

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date:
		Rescinds:	Issued:

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
 2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
 3 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
 4 his/her physician determines the teacher is permanently unable to return to work. If the teacher receives
 5 workers' compensation or other similar benefits, the Board shall pay the difference between that amount
 6 and the teacher's full salary.¹

7 A signed statement listing the cause of the absence shall be provided by the employee on forms
 8 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
 9 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
 10 may also be required to verify the extent of the injury.²

-
- Legal References
1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
 2. TRR/MS 0520-01-02-.04(4)(b)

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

Gibson County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 12/14/17
		Rescinds: 5.600	Issued: 05/13/02

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

3 Each staff member has the right to:¹

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;²
- 5 2. Academic freedom within the confines of state law and board policy in order to create an
6 atmosphere of freedom in the classroom;

7 Educators have the right to:

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

18 Each staff member has the responsibility to:

- 19 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
20 policies of the board and the procedures designed to implement them;⁵
- 21 2. To adhere to the Teacher Code of Ethics;⁶
- 22 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
23 students and the students' right to know;

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

Legal References

1. Public Acts of 2017, Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—
8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

Cross References

- Curriculum Development 4.200
- Controversial Issues 4.800
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Religious Content of Courses 4.804
- Staff-Student Relations 5.610

PROPOSED POLICY⁹

Gibson County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date:
		Rescinds:	Issued:

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

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

5 Educators have the right to:²

- 6
- 7 1. Be treated with civility and respect as well as having his/her professional judgment and
8 discretion respected;
- 9
- 10 2. Have their professional judgment and discretion respected;
- 11
- 12 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
13 appropriate agencies;
- 14
- 15 4. Provide students with a safe environment;
- 16
- 17 5. Defend themselves and their students from physical violence or harm;³
- 18
- 19 6. Share information regarding a student's educational experience, health, or safety with the
20 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 21
- 22 7. Review all instructional material or curriculum before being utilized by students;
- 23
- 24 8. Not be required to use his/her personal money to appropriately equip a classroom;
- 25
- 26 9. Report students who commit offenses of assault and battery or vandalism on school property
27 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 28
- 29 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
30 a physical assault or other violent criminal act committed during the course of employment.⁶

31 Each staff member has the responsibility to:

- 32 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
33 the procedures designed to implement them;

- 1 2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷
- 2 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 3 students and the students' right to know;
- 4 4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 5 members of the public;
- 6 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 7 State Board of Education rules and regulations, board policy, and administrative procedures; and
- 8 6. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 05/09/23
		Rescinds: 6.200	Issued: 11/09/21

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:¹

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

12 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.³

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

- 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;⁵
- 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:⁶

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.⁷

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*⁸

10 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
11 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 referral juvenile court, and includes the following:

- 14 1. A conference with the student and the student's parent(s)/guardian(s).
15
- 16 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
17 and the Attendance Supervisor/designee. The contract shall include:
18
 - 19 a. A specific description of the school's attendance expectations for the student;
 - 20 b. The period for which the contract is effective; and
 - 21 c. Penalties for additional absences and alleged school offenses, including additional
22 disciplinary action and potential referral to juvenile court.
- 23
- 24 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
25
- 26 4. A school employee shall conduct an individualized assessment detailing the reasons a student
27 has been absent from school. The employee may refer the student to counseling, community-
28 based services, or other services to address the student's attendance problems.

29 **Tier III** shall be implemented if the truancy intervention under Tier II are unsuccessful. Tier III shall
30 consist of the following interventions:

- 31 1. Home Visit
32
- 33 2. Social Probation:
 - 34 a. After School Hours - the student will not be allowed to perform in or attend any after
35 school extra-curricular activities. This includes athletic events, band or music
36 performance of any kind, dances, Prom, club meetings or events. Student is not to be on
37 school property during after school hours unless enrolled in the after school tutoring
38 program, etc.
 - 39 b. During School Hours - The student will not be allowed to attend any type of reward
40 program, reward field trip, or pep rallies.

- 1 3. School Based Community Service - this will be required by both parent/guardian and student
- 2 outside of regular school hours.
- 3 4. Participation in a restorative justice program
- 4 5. Saturday courses
- 5 6. Counseling

6 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

- 13 1. Student's name and personal identification number;
- 14
- 15 2. Student's grade;
- 16
- 17 3. The dates of the student's absence;
- 18
- 19 4. The reason for the student's absence; and
- 20
- 21 5. The signatures of the student and parent/guardian.

22 **RELEASED TIME COURSE¹⁰**

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

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

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

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

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

1 STATE-MANDATED ASSESSMENT

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

4 CREDIT/PROMOTION DENIAL

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

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

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

11 DRIVER'S LICENSE REVOCATION²

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

14 ATTENDANCE HEARING¹²

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

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

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

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)

Cross References

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

PROPOSED POLICY

Gibson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 05/09/23
		Rescinds: 6.200	Issued: 11/09/21

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:¹

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

12 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.³

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

- 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;⁵
- 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:⁶

- 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.⁷

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*⁸

10 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
11 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 referral juvenile court, and includes the following:

- 14 1. A conference with the student and the student's parent(s)/guardian(s).
15
- 16 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
17 and the Attendance Supervisor/designee. The contract shall include:
18
 - 19 a. A specific description of the school's attendance expectations for the student;
 - 20 b. The period for which the contract is effective; and
 - 21 c. Penalties for additional absences and alleged school offenses, including additional
22 disciplinary action and potential referral to juvenile court.
- 23
- 24 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
25
- 26 4. A school employee shall conduct an individualized assessment detailing the reasons a student
27 has been absent from school. The employee may refer the student to counseling, community-
28 based services, or other services to address the student's attendance problems.

29 **Tier III** shall be implemented if the truancy intervention under Tier II are unsuccessful. Tier III shall
30 consist of the following interventions:

- 31 1. Home Visit
32
- 33 2. Social Probation:
 - 34 a. After School Hours - the student will not be allowed to perform in or attend any after
35 school extra-curricular activities. This includes athletic events, band or music
36 performance of any kind, dances, Prom, club meetings or events. Student is not to be on
37 school property during after school hours unless enrolled in the after school tutoring
38 program, etc.
 - 39 b. During School Hours - The student will not be allowed to attend any type of reward
40 program, reward field trip, or pep rallies.

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

3 4. Participation in a restorative justice program

4 5. Saturday courses

5 6. Counseling

6 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

13 1. Student's name and personal identification number;

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

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24 one (1) class period per school day. Students shall not be excused during any class which requires an
25 examination for state or federal accountability purposes.

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

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

31 Upon submission of the student's transcript from the entity that provided the released time course, the
32 student may be awarded **one (1) unit** of elective credit.

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

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5 Credit/promotion denial determinations may include student attendance, however, student attendance
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9 denial due to excessive absenteeism.

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

14 ATTENDANCE HEARING¹²

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

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

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

Legal References

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6. TCA 49-6-3007
7. TCA 49-6-3021
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Cross References

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Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Student Records 6.600

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 11/09/21
		Rescinds: 6.202	Issued: 05/13/02

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 schools¹ 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:²

- 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;³
- 16 6. Possess a high school diploma, GED, or HiSET;⁴
- 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;⁵
- 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 PERFORMANCE⁶**

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

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)

Cross References

Compulsory Attendance Ages 6.201

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	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 schools¹ 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:²

- 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 required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 20 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 21 9. Submit proof to the Director of Schools that other health services and examinations as required by
22 state law have been received by the home school student; and
- 23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

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

1 FACILITIES USE

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

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

13 RECORD ACCEESS

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

17 STUDENT PERFORMANCE⁵

18 The Director of Schools shall develop administrative procedures regarding necessary consultations
19 with home school parents in regard to student performance.

Legal References

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

Cross References

Compulsory Attendance Ages 6.201

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 05/12/20
		Rescinds: 6.300	Issued: 10/11/18

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
 3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavioral
 4 supports, social skills training, adult mentors, and teacher support teams. Exclusionary discipline shall
 5 only be used as a measure of last resort. The development of each code shall involve principals and
 6 staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 8 protect all members of the educational community in the exercise of their rights and duties and to
 9 maintain a safe learning environment where orderly learning is possible and encouraged.² These
 10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 11 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
 12 manner that:³

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
16 allowed at school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
 25 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
 26 behavior intervention plans.

27 **MISBEHAVIORS: LEVEL I**

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

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

- 1 • Classroom tardiness
- 2 • Cheating and lying
- 3 • Abusive language
- 4 • Failure to do assignments or carry out directions
- 5 • Wearing, while on the grounds of a public school during the regular school day,
- 6 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 7 learning environment⁴
- 8 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 9 cyber-bullying, and/or hazing)

10 *Disciplinary Procedures*

- 11 • The staff member intervenes immediately.
- 12 • The staff member determines what offense was committed and its severity.
- 13 • The staff member determines who committed the offense and if he/she understands the
- 14 nature of the offense.
- 15 • The staff member employs appropriate disciplinary options.
- 16 • The record of the offense and disciplinary action shall be maintained by the staff
- 17 member.

18 *Disciplinary Options*

- 19 • Verbal reprimand
- 20 • Special assignment
- 21 • Restricting activities
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension
- 29 • Evidence-based small group intervention
- 30 • Refer for individual counseling

31 **MISBEHAVIORS: LEVEL II**

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

36 *Examples (not an exclusive listing)*

- 37 • Continuation of unmodified Level I misbehaviors
- 38 • Using forged notes or excuses

- 1 • Disruptive classroom behavior

2 *Disciplinary Procedures*

- 3 • The student is referred to the principal for appropriate disciplinary action.
4 • The principal meets with the student and the staff member.
5 • The principal hears the accusation made by the staff member and allows the student the
6 opportunity to explain his/her conduct.
7 • The principal takes appropriate disciplinary action and notifies the staff member of the
8 action.
9 • The record of offense and disciplinary action shall be maintained by the principal.

10 *Disciplinary Options*

- 11 • Teacher/schedule change
12 • Peer counseling
13 • Referral to outside agency
14 • In-school suspension
15 • Transfer
16 • Detention
17 • Suspension from school-sponsored activities or from riding school bus
18 • Out-of-school suspension
19 • Check in/check out
20 • Evidence-based small group intervention
21 • Refer for individual counseling
22 • Pair with mentor

23 **MISBEHAVIORS: LEVEL III**

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

26 *Examples (not an exclusive listing)*

- 27 • Continuation of unmodified Level I and II misbehaviors
28 • Fighting
29 • Vandalism (minor)
30 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
31 alcohol
32 • Use, possession, sale, or distribution of drug paraphernalia
33 • Use, sale, distribution, and/or being under the influence of drugs
34 • Stealing
35 • Threats to others
36 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
37 cyber-bullying, and/or hazing)

1 *Disciplinary Procedures*

- 2 • The student is referred to the principal for appropriate disciplinary action.
- 3 • The principal meets with the student and the staff member.
- 4 • The principal hears the accusation and allows the student the opportunity to explain
- 5 his/her conduct.
- 6 • The principal takes appropriate disciplinary action.
- 7 • The principal may refer the incident to the Director of Schools and make
- 8 recommendations for consequences.
- 9 • The record of offense and disciplinary action shall be maintained by the principal.

10 *Disciplinary Options*

- 11 • In-school suspension
- 12 • Detention
- 13 • Restitution from loss, damage, or stolen property
- 14 • Out-of-school suspension
- 15 • Social adjustment classes
- 16 • Transfer
- 17 • Check in/check out
- 18 • Evidence-based small group intervention
- 19 • Individual counseling
- 20 • Pair with mentor

21 **MISBEHAVIORS: LEVEL IV**

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

26 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 27 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 28 death to another person.⁵

29 *Examples (not an exclusive listing)*

- 30 • Continuation of unmodified Level I, II, and III misbehaviors
- 31 • Death threat
- 32 • Extortion
- 33 • Bomb threat
- 34 • Possession, use, and/or transfer of dangerous weapons
- 35 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 36 employee of the school, or a school resource officer*
- 37 • Aggravated assault*
- 38 • Vandalism

- 1 • Theft, possession, and/or sale of stolen property
- 2 • Arson
- 3 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 4 substance analogue, or legend drug)*
- 5 • Use or transfer of unauthorized substances
- 6 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 7 cyber-bullying, and/or hazing)
- 8 • Electronic threat to cause bodily injury or death to another student or school employee

9 *Disciplinary Procedures*

- 10 • The principal confers with appropriate staff members and with the student.
- 11 • The principal hears the accusations and allows the student the opportunity to explain
- 12 his/her conduct.
- 13 • The parent(s)/guardian(s) are notified.
- 14 • Law enforcement officials are contacted.
- 15 • The incident is reported, and recommendations are made to the Director of Schools.
- 16 • If the student's placement is to be changed, adequate notice of the charges shall be
- 17 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 18 hearing.

19 *Disciplinary Options*

- 20 • Other hearing authority or Board action which results in appropriate placement
- 21 • Utilize restorative justice model
- 22 • Refer for individual counseling

23 * Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 05/12/20
		Rescinds: 6.300	Issued: 10/11/18

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as positive behavioral
4 supports, social skills training, adult mentors, and teacher support teams. Exclusionary discipline shall
5 only be used as a measure of last resort. The development of each code shall involve principals and
6 staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties and to
9 maintain a safe learning environment where orderly learning is possible and encouraged.² These
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
11 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
12 manner that:³

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
16 allowed at school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
26 behavior intervention plans.

27 **MISBEHAVIORS: LEVEL I**

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

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

- 1 • Classroom tardiness
- 2 • Cheating and lying
- 3 • Abusive language
- 4 • Failure to do assignments or carry out directions
- 5 • Wearing, while on the grounds of a public school during the regular school day,
- 6 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 7 learning environment⁴
- 8 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 9 cyber-bullying, and/or hazing)

10 *Disciplinary Procedures*

- 11 • The staff member intervenes immediately.
- 12 • The staff member determines what offense was committed and its severity.
- 13 • The staff member determines who committed the offense and if he/she understands the
- 14 nature of the offense.
- 15 • The staff member employs appropriate disciplinary options.
- 16 • The record of the offense and disciplinary action shall be maintained by the staff
- 17 member.

18 *Disciplinary Options*

- 19 • Verbal reprimand
- 20 • Special assignment
- 21 • Restricting activities
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension
- 29 • Evidence-based small group intervention
- 30 • Refer for individual counseling

31 **MISBEHAVIORS: LEVEL II**

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

36 *Examples (not an exclusive listing)*

- 37 • Continuation of unmodified Level I misbehaviors
- 38 • Using forged notes or excuses

- 1 • Disruptive classroom behavior

2 *Disciplinary Procedures*

- 3 • The student is referred to the principal for appropriate disciplinary action.
4 • The principal meets with the student and the staff member.
5 • The principal hears the accusation made by the staff member and allows the student the
6 opportunity to explain his/her conduct.
7 • The principal takes appropriate disciplinary action and notifies the staff member of the
8 action.
9 • The record of offense and disciplinary action shall be maintained by the principal.

10 *Disciplinary Options*

- 11 • Teacher/schedule change
12 • Peer counseling
13 • Referral to outside agency
14 • In-school suspension
15 • Transfer
16 • Detention
17 • Suspension from school-sponsored activities or from riding school bus
18 • Out-of-school suspension
19 • Check in/check out
20 • Evidence-based small group intervention
21 • Refer for individual counseling
22 • Pair with mentor

23 **MISBEHAVIORS: LEVEL III**

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

26 *Examples (not an exclusive listing)*

- 27 • Continuation of unmodified Level I and II misbehaviors
28 • Fighting
29 • Vandalism (minor)
30 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
31 alcohol
32 • Use, possession, sale, or distribution of drug paraphernalia
33 • Use, sale, distribution, and/or being under the influence of drugs
34 • Stealing
35 • Threats to others
36 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
37 cyber-bullying, and/or hazing)

1 *Disciplinary Procedures*

- 2 • The student is referred to the principal for appropriate disciplinary action.
- 3 • The principal meets with the student and the staff member.
- 4 • The principal hears the accusation and allows the student the opportunity to explain
- 5 his/her conduct.
- 6 • The principal takes appropriate disciplinary action.
- 7 • The principal may refer the incident to the Director of Schools and make
- 8 recommendations for consequences.
- 9 • The record of offense and disciplinary action shall be maintained by the principal.

10 *Disciplinary Options*

- 11 • In-school suspension
- 12 • Detention
- 13 • Restitution from loss, damage, or stolen property
- 14 • Out-of-school suspension
- 15 • Social adjustment classes
- 16 • Transfer
- 17 • Check in/check out
- 18 • Evidence-based small group intervention
- 19 • Individual counseling
- 20 • Pair with mentor

21 **MISBEHAVIORS: LEVEL IV**

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

26 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
27 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
28 death to another person.⁵

29 *Examples (not an exclusive listing)*

- 30 • Continuation of unmodified Level I, II, and III misbehaviors
- 31 • Death threat
- 32 • Threat of mass violence on school property or at a school-related activity*
- 33 • Extortion
- 34 • Bomb threat
- 35 • Possession, use, and/or transfer of dangerous weapons
- 36 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 37 employee of the school, or a school resource officer*
- 38 • Aggravated assault*

- 1 • Vandalism
- 2 • Theft, possession, and/or sale of stolen property
- 3 • Arson
- 4 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 5 substance analogue, or legend drug)*
- 6 • Use or transfer of unauthorized substances
- 7 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 8 cyber-bullying, and/or hazing)
- 9 • Electronic threat to cause bodily injury or death to another student or school employee

10 *Disciplinary Procedures*

- 11 • The principal confers with appropriate staff members and with the student.
- 12 • The principal hears the accusations and allows the student the opportunity to explain
- 13 his/her conduct.
- 14 • The parent(s)/guardian(s) are notified.
- 15 • Law enforcement officials are contacted.
- 16 • The incident is reported, and recommendations are made to the Director of Schools.
- 17 • If the student's placement is to be changed, adequate notice of the charges shall be
- 18 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 19 hearing.

20 *Disciplinary Options*

- 21 • Other hearing authority or Board action which results in appropriate placement
- 22 • Utilize restorative justice model
- 23 • Refer for individual counseling

24 * Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 10/11/18
		Rescinds: 6.309	Issued: 10/10/13

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school
4 buses, on school property, or while on school sponsored outings.¹

5 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
6 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily
7 injury or anything that in the manner of its use or intended use is capable of causing death or serious
8 bodily injury.²

9 Violators of this section shall be subject to suspension and/or expulsion from school.

10 *Firearms*³

11 In accordance with state law, any student who brings to school or is in unauthorized possession of a
12 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The
13 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case
14 basis.⁴

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug, including any controlled
17 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored
18 event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall
19 have the authority to modify this expulsion requirement on a case-by-case basis.⁴

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault⁵ or commits assault that
22 results in bodily injury⁶ upon any teacher, principal, administrator, any other employee of the school, or
23 school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director
24 of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

1 **ELECTRONIC THREATS**

2 In accordance with state law, any student who transmits by an electronic device any communication
3 containing a credible threat to cause bodily injury or death to another student or school employee and
4 the transmission of such threat creates actual disruptive activity at the school that requires administrative
5 intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools
6 shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

7 **NOTIFICATION**

8 When it is determined that a student has violated this policy, the principal of the school shall notify the
9 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
10 law.⁷

Legal References

1. TCA 39-17-1309(b)
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

Cross References

- Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension/Expulsion/Remand 6.316

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 4
- 5 2. Unlawful possession of any drug, including any controlled substance, controlled substance
- 6 analogue, or legend drug on school grounds or at a school-sponsored event;³
- 7
- 8 3. Aggravated assault;⁴
- 9
- 10 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
- 11 employee of the school, or school resource officer; or
- 12
- 13 **5. Threats of mass violence on school property or at a school-related activity.⁶**

14 Committing any of these offenses shall result in a student being expelled from the regular school
15 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
16 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
17 offenses may be assigned to an alternative school or program at the discretion of the Director of
18 Schools.⁷

19 When it is determined that a student has violated this policy, the principal shall notify the student's
20 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁸

Legal References

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

Cross References

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

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 11/08/18
		Rescinds: 6.314	Issued: 10/11/18

1 Any principal, assistant principal, or any teacher with the approval of the principal may use corporal
 2 punishment in a reasonable manner against a student for good cause in order to maintain discipline and
 3 order within the public schools in accordance with the following guidelines:¹

- 4 1. Corporal punishment shall be administered only after other less stringent measures have failed
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
- 7 2. The instrument to be used shall be approved by the principal;
- 8 3. Corporal punishment shall be administered in the presence of another professional employee;
- 9 4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
 10 the apparent motive and disposition of the student, and the influence of the student's example
 11 and conduct on others;
- 12 5. If a student has a disability, corporal punishment shall be administered only when the school has
 13 received written parental permission. The parental permission must include the type of corporal
 14 punishment that is allowed and the circumstances under which it is permitted. This information
 15 will be kept on file at the school. It may be revoked at any time; and
- 16 6. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

17 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 18 misconduct, the type of corporal punishment administered, the name of the person administering the
 19 punishment, the name of the witness present, and the date and time of punishment.

20 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
 21 students, whichever is appropriate.

22 The Director of Schools shall develop administrative procedures to implement this policy, including
 23 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

- Code of Conduct 6.300
Student Records 6.600

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 The Board authorizes the Director of Schools to determine whether corporal punishment shall be
2 administered. If it is administered, the following guidelines shall apply:¹
- 3 1. Corporal punishment shall be administered only after other less stringent measures have failed
4 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
5 form of punishment under the circumstances. Prior to administering the punishment, the student's
6 teacher or principal shall document that he/she has:
 - 7 a. Acted to address the student's behavior;
 - 8 b. Provided consequences to the student to address the behavior;
 - 9 c. Consulted with the student's parent/guardian; and
 - 10 d. Considered the need to conduct an evaluation to determine whether the student has a
11 disability per federal law.²
 - 12 2. The instrument to be used shall be approved by the principal;
 - 13 3. Only principals, assistant principals, or teachers with the approval of the principal are authorized
14 to administer corporal punishment;
 - 15 4. Corporal punishment shall be administered in the presence of another professional employee;
 - 16 5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
17 the apparent motive and disposition of the student, and the influence of the student's example
18 and conduct on others;
 - 19 6. If a student has a disability, corporal punishment shall be administered only when the school has
20 received written parental permission. The parental permission shall include the type of corporal
21 punishment that is allowed and the circumstances under which it is permitted. This information
22 will be kept on file at the school. It may be revoked at any time; and
 - 23 7. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.
- 24 A disciplinary record shall be maintained and shall contain the name of the student, the type of
25 misconduct, the type of corporal punishment administered, the name of the person administering the
26 punishment, the name of the witness present, and the date and time of punishment.

- 1 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
- 2 students, whichever is appropriate.

- 3 The Director of Schools shall develop administrative procedures to implement this policy, including
- 4 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402
2. 20 USCA § 1400 et. seq.; Public Acts of 2023, Chapter No. 275

Cross References

Code of Conduct 6.300
Student Records 6.600

Gibson County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 11/09/21
		Rescinds: 6.319	Issued: 09/10/20

1 *General*¹

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.²

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.³ 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;⁴ or
- 29
- 30 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
31 students at the school, if the location of the alternative school or program is on the same grounds
32 as the school from which the student was disciplined.⁵

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

3 Prior to the assignment of the student to the alternative school or program, the Director of
4 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
5 student's placement.⁶

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

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

14 **REMOVAL⁸**

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

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

20 **ADDITIONAL OFFENSES⁹**

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

24 **TRANSITION PLAN¹⁰**

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

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)

Cross References

- Special Education 4.202
Virtual Education Program 4.212

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)

Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

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

1 *General*¹

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 Alternative programs shall include, but are not limited to, the following:

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

17 **ASSIGNMENT**

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

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

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

- 29 1. A zero tolerance offense;⁴ or
- 30

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 or assigning the student to that location
4 would endanger the safety of the students or staff.⁵

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

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

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

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

18 **REMOVAL⁸**

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

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

24 **ADDITIONAL OFFENSES⁹**

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

28 **TRANSITION PLAN¹⁰**

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

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. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
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)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Virtual Education Program 4.212
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Gibson County School District

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 05/11/15
		Rescinds: 6.4001	Issued: 08/14/14

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

8 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
 9 notified of their ability to review the materials. Such notification shall include information indicating
 10 the purpose of the survey, analysis, or evaluation as well as who will have access to the results.
 11 Following such notification and prior to the administration of the survey, analysis, or evaluation,
 12 parents/guardians may opt their child out of participation.

13 The director of schools shall develop procedures for granting such parental requests and to implement
 14 the other provisions of this policy.⁵

15 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
 16 reveals information concerning: ^{2,5}

- 17 1. mental or psychological problems of the student or the student's family;
- 18 2. sexual behavior or attitudes;
- 19 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 20 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 21 5. legally privileged relationships;
- 22 6. income; or
- 23 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
 24 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
 25 volume, posture, and eye-tracking ⁶

26 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
 27 of an unemancipated minor, without the prior written consent of the parent.⁵

28 The collection of the following student data is strictly prohibited: ⁷

- 29 1. political affiliation or voting history;
- 30 2. religious practices; and
- 31 3. firearm ownership.

32 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING** ³

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

4 If any collected information is to be marketed or sold, parents will be directly notified at least annually
5 at the beginning of the school year of the specific or approximate dates when such information will be
6 collected. Parents, upon request, may inspect any instrument used to collect personal information for
7 the purpose of marketing or selling that information before the instrument is administered or
8 distributed to the student. All parents and students of appropriate age may decline to provide the
9 information requested.

10 This portion of the policy does not apply to the collection, disclosure or use of personal information
11 collected from students for the exclusive purpose of developing, evaluating or providing educational
12 products or services for or to students or educational institutions to the extent allowed by law, such as
13 the following: ⁴

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

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. No Child Left Behind, Part F § 1061 (1)(E) & (F) & (2)
4. No Child Left Behind, Part F § 1061 (4)(A)
5. TCA 49-2-211
6. TCA 49-1-706
7. TCA 49-1-705

Cross References

Testing Programs 4.700

Gibson County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Surveys, Analyses, and Evaluations</h2>	Descriptor Code: <h3 style="text-align: center;">6.4001</h3>	Issued Date:
		Rescinds:	Issued:

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

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be
 8 notified of the opportunity to review the materials.¹ Such notification shall include information indicating
 9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The
 10 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)
 11 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who
 12 is eighteen (18) years of age or older may participate after he/she provides written, informed, and
 13 voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental
 14 requests.¹

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

- 17 1. Mental or psychological problems of the student or the student's family;
- 18
- 19 2. Sexual behavior or attitudes;
- 20
- 21 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 22
- 23 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 24
- 25 5. Legally privileged relationships;
- 26
- 27 6. Income; or
- 28
- 29 7. The collection of student biometric data involving the analysis of facial expressions, EEG
- 30 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
- 31 blood volume, posture, and eye-tracking³

32 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
 33 of an unemancipated minor, without the prior written consent of the parent/guardian.

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

- 2 1. Political affiliation or voting history;
3
4 2. Religious practices; and
5
6 3. Firearm ownership.

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

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

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

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

- 19 1. College or other postsecondary education recruitment or military recruitment;
20
21 2. Book clubs, magazines, and programs providing access to low-cost literary products;
22
23 3. Tests and assessments used by elementary schools and secondary schools to provide
24 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
25 students (or to generate other statistically useful data for the purpose of securing such tests
26 and assessments) and the subsequent analysis and public release of the aggregate data from
27 such tests and assessments;
28
29 4. The sale by students of products or services to raise funds for school-related or education
30 related activities; or
31
32 5. Student recognition programs.

Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Gibson County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 12/09/21
		Rescinds: 6.402	Issued: 01/14/21

1 **PHYSICAL EXAMINATIONS¹**

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

- 3 1. Entering school for the first time; and
- 4
- 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.³

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.⁴

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. This exemption will continue to be an option in the event of a COVID-19 or any
23 variant outbreak;⁵ or
- 24
- 25 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
26 him/her from the immunization.⁶

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

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/esh/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)

Cross References

Promoting Student Welfare 6.400

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

1 **PHYSICAL EXAMINATIONS¹**

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

- 3 1. Entering school for the first time; and
- 4
- 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 recommended by the Tennessee Department of Education and the Department of

10 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that

11 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse

12 their student from participating in health screenings that are part of a coordinated school health program

13 by submitting a request in writing to the school nurse, instructor, school counselor, or principal.³

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.⁴

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 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;⁵ 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.⁶

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

27 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400