

Jackson-Madison County School Board Meeting
February 25, 2021 5:30 PM
Madison Academic

Attendance Taken at 5:30 PM.

Andre Darnell: Present
Ms. Doris Black: Present
Sherry Franks: Present
Scott Gatlin: Present
Debbie Gaugh: Present
Mrs. Janice Hampton: Present
Mr. James Johnson: Present
Mr. A. J. Massey: Present

Janice Hampton joined us on Teams

1. CALL TO ORDER

a. A Moment of Silence and Pledge of Allegiance

Discussion: Chairman James Johnson called the February Board Meeting to order at 5:32 pm with and invocation by Dr. Ricky Catlett followed by the pledge of Allegiance.

2. APPROVALS

a. Approval of Consent Agenda

b. Approval of Agenda

c. Addendum

Discussion: Approval of Consent passed with a motion made by Sherry Franks and Seconded by Andre Darnell. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0

Approval of Agenda with Addendum passed with motion made by Janice Hampton and seconded by Doris Black. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0

3. PUBLIC COMMENTS

Discussion: There was not Public Comments

4. APPEARANCE BEFORE THE BOARD

Discussion: No appearance before the board

5. ACTION ITEMS

a. Budget Amendments

b. School Calendar 2021-22 & 2022-23

c. Policies (1.403 - 1.906)

d. Policy 5.3051 FFCRA Leave

e. commUNITY Project 2021 (preliminary cost)

Discussion: a. Budget Amendments passed with a motion made by Andre Darnell and seconded by Debbie Gaugh. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0

b. School Calendar 2021-22 & 2022-23 passed with a motion made by Doris Black and seconded

by Scott Gatlin. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0
c. Policies (1.403 - 1.906) passed with a motion made by Debbie Gaugh and seconded by Andre Darnell. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0
d. Policy 5.3051 FFCRA Leave passed with a motion Scott Gatlin and seconded by AJ Massey. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0
e. commUNITY Project 2021 motion was made by Andre Darnell and seconded by Sherry Franks. Doris Black: Yea, Andre Darnell: Yea, Sherry Franks: Yea, Scott Gatlin: Yea, Debbie Gaugh: Yea, Janice Hampton; Yea, James Johnson: Yea, AJ Massey; Yea Yea: 8 No:0

6. ITEMS REMOVED FROM CONSENT AGENDA

Discussion: None

7. ITEMS ADDED TO THE AGENDA PER VOTE UNDER ITEM 2.2

Discussion: An Addendum was added for School Approval JCM Middle and JCM HHS JASA (Jackson Academic Success Academy)

8. SUPERINTENDENT'S REPORT

Discussion: Dr. King and Greg Hammond presented our Board Members with gifts in honor of Board Appreciation. James Johnson, AJ Massey, Doris Black, Andrea Darnell, Sherry Franks, Scott Gatlin, Debbie Gaugh, and Janice Hampton. Board Member Henry O'Neal has retired.

9. ADJOURNMENT

Discussion: AJ Massey made a motion for the JMCSS February Board Meeting to adjourn at 6:06 pm.

Chairperson

Superintendent



Jackson-Madison County Schools

Board of Education Board Meeting
Madison Academic

Addendum

February 25, 2021

1. School Approval

- **JCM Middle & JCM HHS**
- **JASA**

Jackson-Madison County School System
February 2021
Budget Amendments Requiring Board Approval

Fund #142 School Federal Projects

1. \$ 2,000 Consolidated Administration- This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from in-service/staff development to equipment to update necessary equipment for the Consolidated Administration staff.
2. \$35,393 Title 1-A- This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from contracted services to 1) salary accounts to cover current salary costs and 2) supplies, equipment, and contracts with vehicle owners to align with school needs.
3. \$19,900 Title 1-A Neglected- This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from contracted services and supplies to regular instruction equipment to purchase a laptop cart and additional laptops for students.
4. \$176,952 District Priority School Improvement Grant- This amendment aligns the general ledger to the Revision 3 budget approved by the state, moving funds from salary lines and contracted services (to reflect actual costs) to instructional supplies and regular instruction equipment to purchase additional technology for classroom/virtual learning for students in the four Priority schools.
5. \$5,000 Title III- This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from instructional supplies and materials to regular instruction equipment to cover the costs of additional supplemental equipment.
6. \$35,328 Perkins Basic- This amendment aligns the general ledger to the Revision 1 budget (new money) approved by the state, which includes an increase in funding. Due to COVID-19 related issues, funds are being moved from travel and in-service/staff development to instructional supplies and materials and vocational instruction equipment for programs of study.
7. \$266,272 COVID-19 Grant #1- This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds within the grant to cover additional student technology purchases and a COVID-19 response van purchase.

Madison County
Budget Amendment Request

FUND: 142 Federal Projects

DEPARTMENT: Consolidated Administration 010

<i>Account Number or Org/Object</i>	<i>Account Title</i>	<i>(R)/(E)</i>	<i>Current Budget</i>	<i>Amendment Request</i>	<i>(D)/(C)</i>	<i>Amended Budget</i>
01022100 552400	In Service/Staff Development	E	\$ 7,000.00	\$ 2,000.00	D	\$ 5,000.00
01022100 579000	Other Equipment	E	\$ 3,351.00	\$ 2,000.00	C	\$ 5,351.00
			Total Debits	\$ 2,000.00		
			Total Credits	\$ 2,000.00		

Justification/Description (MUST BE THOROUGH):
 This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from in-service/staff development to equipment to update necessary equipment for the Consolidated Administration staff.

Requested By: 

Date: 1-29-21


Madison County
Budget Amendment Request

FUND: 142 Federal Projects

DEPARTMENT: Title I-A Neglected 105

<i>Account Number or Org/Object</i>	<i>Account Title</i>	<i>(R)/(E)</i>	<i>Current Budget</i>	<i>Amendment Request</i>	<i>(D)/(C)</i>	<i>Amended Budget</i>
10511000 539900	Other Contracted Services	E	\$ 35,000.00	\$ 13,500.00	D	\$ 21,500.00
10511000 542900	Instructional Supplies & Materials	E	\$ 21,634.00	\$ 6,400.00	D	\$ 15,234.00
10511000 572200	Regular Instruction Equipment	E	\$ 9,523.00	\$ 19,900.00	C	\$ 29,423.00
			<i>Total Debits</i>	\$ 19,900.00		
			<i>Total Credits</i>	\$ 19,900.00		

Justification/Description (MUST BE THOROUGH):
 This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from contracted services and supplies to regular instruction equipment to purchase a laptop cart and additional laptops for students.

Requested By: 

Date: 1-29-21

**Madison County
Budget Amendment Request**

FUND: 142 Federal Projects

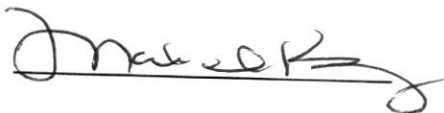
DEPARTMENT: District Priority School Improvement Grant 115

<i>Account Number or Org/Object</i>	<i>Account Title</i>	<i>(R)/(E)</i>	<i>Current Budget</i>	<i>Amendment Request</i>	<i>(D)/(C)</i>	<i>Amended Budget</i>
11511000 511600	Teachers	E	\$ 220,000.00	\$ 50,000.00	D	\$ 170,000.00
11511000 516300	Educational Assistants	E	\$ 110,000.00	\$ 11,970.00	D	\$ 98,030.00
11511000 520100	Social Security	E	\$ 24,495.00	\$ 4,000.00	D	\$ 20,495.00
11511000 520100	Pensions	E	\$ 25,995.00	\$ 5,135.00	D	\$ 20,860.00
11511000 520600	Life Insurance	E	\$ 900.00	\$ 300.00	D	\$ 600.00
11511000 520700	Medical Insurance	E	\$ 30,000.00	\$ 10,000.00	D	\$ 20,000.00
11511000 520800	Dental Insurance	E	\$ 1,700.00	\$ 500.00	D	\$ 1,200.00
11511000 521100	Local Retirement	E	\$ 12,985.00	\$ 1,500.00	D	\$ 11,485.00
11511000 542900	Instructional Supplies & Materials	E	\$ -	\$ 13,300.00	C	\$ 13,300.00
11511000 572200	Regular Instruction Equipment	E	\$ 206,528.00	\$ 163,652.00	C	\$ 370,180.00
11521300 539900	Other Contracted Services	E	\$ 240,000.00	\$ 29,500.00	D	\$ 210,500.00
11522100 516300	Educational Assistants	E	\$ 36,000.00	\$ 3,000.00	D	\$ 33,000.00
11522100 518900	Other Salaries and Wages	E	\$ 99,200.00	\$ 45,000.00	D	\$ 54,200.00
11522100 520100	Social Security	E	\$ 6,967.00	\$ 3,000.00	D	\$ 3,967.00
11522100 520400	Pensions	E	\$ 5,235.00	\$ 5,000.00	D	\$ 235.00
11522100 520600	Life Insurance	E	\$ 300.00	\$ 200.00	D	\$ 100.00
11522100 520700	Medical Insurance	E	\$ 12,000.00	\$ 7,597.00	D	\$ 4,403.00
11522100 520800	Dental Insurance	E	\$ 700.00	\$ 250.00	D	\$ 450.00
			Total Debits	\$ 176,952.00		
			Total Credits	\$ 176,952.00		

Justification/Description (MUST BE THOROUGH):

This amendment aligns the general ledger to the Revision 3 budget approved by the state, moving funds from salary lines and contracted services (to reflect actual costs) to instructional supplies and regular instruction equipment to purchase additional technology for classroom/virtual learning for students in the four Priority schools

Requested By:



Date:

12-01-21


Madison County
Budget Amendment Request

FUND: 142 Federal Projects

DEPARTMENT: Title III 301

<i>Account Number or Org/Object</i>	<i>Account Title</i>	<i>(R)/(E)</i>	<i>Current Budget</i>	<i>Amendment Request</i>	<i>(D)/(C)</i>	<i>Amended Budget</i>
30111000 542900	Instructional Supplies & Materials	E	\$ 22,361.00	\$ 5,000.00	D	\$ 17,361.00
30111000 572200	Regular Instruction Equipment	E	\$ 16,500.00	\$ 5,000.00	C	\$ 21,500.00
			<i>Total Debits</i>	\$ 5,000.00		
			<i>Total Credits</i>	\$ 5,000.00		

Justification/Description (MUST BE THOROUGH):
 This amendment aligns the general ledger to the Revision 2 budget approved by the state, moving funds from instructional supplies and materials to regular instruction equipment to cover the costs of additional supplemental equipment.

Requested By: 

Date: 1-29-21

Jackson-Madison County School System
February 2021
Budget Amendments Requiring Board Approval
and County Commission Approval

Fund #141 General Purpose

1. \$2,467 Insurance recovery- Funds received were for repairs to two busses involved in (new money) incidents.
2. \$ 29,200 CTE Local- Due to COVID-19 related issues, funds are being reallocated amongst the CTE local budget to ensure that teachers have the materials that they need to teach their classes effectively.

2021-2022 Calendar Committee Recommendation - Full Week Fall Break and Thanksgiving

This calendar is a template designed to help school districts make decisions on school calendars. The department recognizes some districts may be starting early, starting late, or condensing time (similar to universities) as strategies for addressing the virus. By putting an "R," "H" or, "O" in the bottom half of the cell, the sheet will automatically calculate total days.

Total Instructional Days 180
Total Teacher Days 200

Year	S1	S2	
178	87	91	R = Regular Instructional Day
4	2	2	O = Discretionary Other
16	10	6	H = Holiday / Break
2	1	1	PD = Stockpiled PD
5	3	2	I = Inservice
10	10	0	TV=Teacher Vacation
2	2	2	PTC = Parent Teacher Conference; 1/2 Day

July				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28 I	29 I	30 I

August				
M	T	W	Th	F
2 R	3 R	4 R	5 R	6 R
9 R	10 R	11 R	12 R	13 R
16 R	17 R	18 R	19 R	20 R
23 R	24 R	25 R	26 R	27 R
30 R	31 R			

September				
M	T	W	Th	F
		1 R	2 PTC	3 PD
6 O	7 R	8 R	9 R	10 R
13 R	14 R	15 R	16 R	17 R
20 R	21 R	22 R	23 R	24 R
27 R	28 R	29 R	30 R	

October				
M	T	W	Th	F
				1 R
4 H	5 H	7 H	7 H	8 H
11 R	12 R	14 R	14 R	15 R
18 R	19 R	21 R	21 R	22 R
25 R	26 R	28 R	28 R	29 R

November				
M	T	W	Th	F
1 R	2 R	3 R	4 R	5 R
8 R	9 R	10 R	11 O	12 R
15 R	16 R	17 R	18 R	19 R
22 H	23 H	24 H	25 H	26 H
29 R	30 R			

December				
M	T	W	Th	F
		1 R	2 R	3 R
6 R	7 R	8 R	9 R	10 R
13 R	14 R	15 R	16 R	17 R
20 TV	21 TV	22 TV	23 TV	24 TV
27 TV	28 TV	29 TV	30 TV	31 TV

January				
M	T	W	Th	F
3 I	4 R	5 R	6 R	7 R
10 R	11 R	12 R	13 R	14 R
17 O	18 R	19 R	20 R	21 R
24 R	25 R	26 R	27 R	28 R
31 R				

February				
M	T	W	Th	F
	1 R	2 R	3 R	4 R
7 R	8 R	9 R	10 R	11 R
14 R	15 R	16 R	17 PTC	18 PD
21 O	22 R	23 R	24 R	25 R
28 R				

March				
M	T	W	Th	F
	1 R	2 R	3 R	4 R
7 R	8 R	9 R	10 R	11 R
14 H	15 H	16 H	17 H	18 H
21 R	22 R	23 R	24 R	25 R
28 R	29 R	30 R	31 R	

April				
M	T	W	Th	F
				1 R
4 R	5 R	6 R	7 R	8 R
11 R	12 R	13 R	14 R	15 H
18 R	19 R	20 R	21 R	22 R
25 R	26 R	27 R	28 R	29 R

May				
M	T	W	Th	F
2 R	3 R	4 R	5 R	6 R
9 R	10 R	11 R	12 R	13 R
16 R	17 R	18 R	19 R	20 R
23 R	24 R	25 I	26 R	27 R
30 R	31 R			

June				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7/28	System wide address (no students)	1/3	In service (no students)
7/29	In service (no students)	1/17	Martin Luther King Jr. Day (no students)
7/30	In Service (no students)/Registration available	2/17	Half day for students/ Parent teacher conferences
8/2	First day for students (begin Staggered week)	2/18	Professional Development (no students)
9/2	Half day for students/ Parent teacher conferences	2/21	Presidents Day (no students)
9/3	Professional Development (no students)	3/14-3/18	Spring Break
9/6	Labor Day (no students)	4/15	Good Friday (no students)
10/4-10/8	Fall Break	5/24	Last day for students
11/11	Veterans Day (no students)	5/25	In service (no students)
11/22-11/26	Thanksgiving Break		
12/20-1/2	Christmas Break		

2022-2023 Calendar Committee Recommendation - Full Week Fall Break and Thanksgiving

This calendar is a template designed to help school districts make decisions on school calendars. The department recognizes some districts may be starting early, starting late, or condensing time (similar to universities) as strategies for addressing the virus. By putting an "R," "H" or, "O" in the bottom half of the cell, the sheet will automatically calculate total days.

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PD = Stockpiled PD
I = Inservice
TV=Teacher Vacation
PTC = Parent Teacher Conference;
1/2 Day

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27 I	28 I	29 I

August				
M	T	W	Th	F
1 R	2 R	3 R	4 R	5 R
8 R	9 R	10 R	11 R	12 R
15 R	16 R	17 R	18 R	19 R
22 R	23 R	24 R	25 R	26 R
29 R	30 R	31 R		

September				
M	T	W	Th	F
			1 PTC	2 PD
5 O	6 R	7 R	8 R	9 R
12 R	13 R	14 R	15 R	16 R
19 R	20 R	21 R	22 R	23 R
26 R	27 R	28 R	29 R	30 R

October				
M	T	W	Th	F
3 H	4 H	5 H	6 H	7 H
10 R	11 R	12 R	13 R	14 R
17 R	18 R	19 R	20 R	21 R
24 R	25 R	26 R	27 R	28 R
31 R				

November				
M	T	W	Th	F
	1 R	2 R	3 R	4 R
7 R	8 R	9 R	10 R	11 O
14 R	15 R	16 R	17 R	18 R
21 H	22 H	23 H	24 H	25 H
28 R	29 R	30 R		

December				
M	T	W	Th	F
			1 R	2 R
5 R	6 R	7 R	8 R	9 R
12 R	13 R	14 R	15 R	16 R
19 TV	20 TV	21 TV	22 TV	23 TV
26 TV	27 TV	28 TV	29 TV	30 TV

January				
M	T	W	Th	F
2 H	3 I	4 R	5 R	6 R
9 R	10 R	11 R	12 R	13 R
16 O	17 R	18 R	19 R	20 R
23 R	24 R	25 R	26 R	27 R
30 R	31 R			

February				
M	T	W	Th	F
		1 R	2 R	3 R
6 R	7 R	8 R	9 R	10 R
13 R	14 R	15 R	16 PTC	17 PD
20 O	21 R	22 R	23 R	24 R
27 R	28 R			

March				
M	T	W	Th	F
		1 R	2 R	3 R
6 R	7 R	8 R	9 R	10 R
13 H	14 H	15 H	16 H	17 H
20 R	21 R	22 R	23 R	24 R
27 R	28 R	29 R	30 R	31 R

April				
M	T	W	Th	F
3 R	4 R	5 R	6 R	7 H
10 R	11 R	12 R	13 R	14 R
17 R	18 R	19 R	20 R	21 R
24 R	25 R	26 R	27 R	28 R

May				
M	T	W	Th	F
1 R	2 R	3 R	4 R	5 R
8 R	9 R	10 R	11 R	12 R
15 R	16 R	17 R	18 R	19 R
22 R	23 R	24 I	25 R	26 R
29 R	30 R	31 R		

June				
M	T	W	Th	F
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	30		

7/27	System wide address (no students)	1/3	In service (no students)
7/28	In service (no students)	1/16	Martin Luther King Jr. Day (no students)
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9/2	Professional Development (no students)	3/13-3/17	Spring Break
9/5	Labor Day (no students)	4/7	Good Friday (no students)
10/3-10/7	Fall Break	5/23	Last day for students
11/11	Veterans Day (no students)	5/24	In service (no students)
11/21-11/25	Thanksgiving Break		
12/19-1/2	Christmas Break		

Jackson-Madison County Board of Education

Section 1 – School Board Operations

Descriptor Code	Policy Title	Issued Date
1.000	Board Operation Goals	12/10/20
Legal Status and Authority		
1.100	School Board Legal Status and Authority	12/10/20
1.101	Role of the Board of Education	12/10/20
1.102	Board Members Legal Status	12/10/20
1.103	Board Evaluation	12/10/20
1.104	Memberships	12/10/20
1.105	School Board Legislative Involvement	12/10/20
1.106	Code of Ethics	12/10/20
1.106.1	Conflict of Interest Disclosure Statement	02/12/09
1.107	Board Member Conflict of Interest	12/10/20
1.108	Nepotism	12/10/20
Board Members		
1.200	Method of Election of Officers	12/10/20
1.201	Duties of Officers	12/10/20
1.202	Duties of Board Members	12/10/20
1.2021	Boardsmanship Code of Conduct	12/10/20
1.203	New Member Orientation	12/10/20
1.204	Board Member Development Opportunities	12/10/20
1.205	Board-Director Relations	12/10/20
Committees/Consultants		
1.300	Board Committees	12/10/20
1.301	Executive Committee	12/10/20
1.3013	Budget Committee	12/10/20
1.3014	Policy Committee	12/10/20
1.3015	Long Range Planning Committee	12/10/18
1.3017	Insurance Committee	12/10/20
1.3018	Technology Committee	12/10/20
1.3019	Teacher Retention Committee	12/10/20
1.302	School Attorney	12/10/20
1.303	Consultants	12/10/20
1.304	Advisory Committees	12/10/20
Meetings and Procedures		
1.400	School Board Meetings	12/10/20
1.401	Public Hearings	12/10/20

Jackson-Madison County Board of Education

Descriptor Code	Policy Title	Issued Date
1.402	Notification of Meetings	12/10/20
1.403	Agendas	06/20/19
1.404	Appeals To and Appearances Before the Board	07/30/20
1.405	Rules of Order	09/05/19
1.406	Minutes	06/20/19
1.407	School District Records	03/08/18
Community Relations		
1.500	Board-Community Relations	06/20/19
1.501	Visitors to the Schools	12/13/18
1.502	Board-Media Relations	08/09/18
Policies and Procedures		
1.600	Policy Development and Adoption	12/13/18
1.601	Administrative Procedures	01/10/19
1.602	Administrative Committees	06/20/19
1.603	Administrative Reports	06/20/19
School District Organization and Planning		
1.700	School District Goals	06/20/19
1.701	School District Planning	06/20/19
1.702	Evaluation of the School District	05/10/01
1.703	School Attendance Areas	05/10/01
1.704	Charter Schools	04/14/16
General School Management		
1.800	School Calendar	06/20/19
1.801	School Day	06/20/19
1.8011	Emergency Closings	06/20/19
1.8012	Extended School Day/Year Programs and School Age Childcare	12/13/18
1.802	Section 504 and ADA Grievance Procedures	08/08/13
1.8021	Non-Discrimination	12/08/11
1.803	Tobacco-Free Schools	09/05/19
1.804	Alcohol & Drugs in the Workplace	12/12/19
1.805	Use of Electronic Mail (e-mail)	12/12/19
1.806	Advertising and Distribution of Materials in Schools	06/11/15
1.807	Use of School Name	11/08/18
1.808	Registered Sex Offenders	03/10/11

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: Click here to enter a date.
		Rescinds: 1.403	Issued: 06/20/19

1 The Executive Committee of the Board shall develop an agenda for each board meeting. Any board
2 member may place items of the agenda for discussion. **Any Board Member may request an item be**
3 **placed on the Agenda by emailing the Board Chair, Director of Schools and the Board Secretary.** The
4 particular order of agenda items may vary from meeting to meeting in keeping with the business at hand.

5 For items to be considered on the agenda, they must be received in the Director of Schools' office at
6 least ten (10) working days prior to the scheduled date of the meeting. The member(s) requesting an item
7 on the agenda shall forward all background information to the Director of Schools' office so that the
8 material will be included in the delivery to the board members prior to the meeting.

9 The agenda (which shall include the consent agenda), together with supporting materials, shall be
10 distributed to board members at least two (2) working days prior to the scheduled date of the meeting.
11 The agenda shall be available for public inspection and/or distribution when it is distributed to the board
12 members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for
13 the meeting, which may involve the addition to or deletion of items previously included on the agenda.
14 Board members may not add items to the agenda at the meeting that have not been discussed with the
15 director of schools. The Board, however, may not revise board policies or adopt new ones, unless such
16 action has been scheduled.

17 Citizens of the district may request to be on the agenda provided the request is made to the director of
18 schools' office ten (10) working days prior to the scheduled date of the meeting, and approved by the
19 Executive Committee for inclusion on the agenda. The person(s) requesting an item on the agenda shall
20 forward any background information to the director of schools' office so that the material will be included
21 in the delivery to the board members prior to the meeting. Members of the public may appear before the
22 Board pursuant to the guidelines of Policy 1.404.

23 **CONSENT AGENDA**

24 While developing the agenda, the chairman and director of schools shall identify routine or non-
25 controversial items to be placed on the consent agenda, which shall become a part of the regular agenda.
26 If any member objects to including an item on the consent agenda, that item shall be moved to the regular
27 agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single
28 vote without discussion.

29 **ANNUAL AGENDA**

- 1 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
- 2 by-month actions required by law and those required to carry out the Board's annual goals and objectives
- 3 and the State Board of Education's performance standards.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: Click here to enter a date.
		Rescinds: 1.405	Issued: 09/05/19

1 The rules contained in the current edition of *Parliamentary Procedures At A Glance Robert's Rules of*
2 *Order, Newly Revised* shall govern the Board in all cases to which they are applicable, except as
3 otherwise provided by any statutes applicable to the Board, or by policies of this Board including the
4 following exceptions:

5 **RECOMMENDATIONS**

6 Prior to any action taken on an agenda item, the Board shall receive recommendations from the Director
7 of Schools.

8 **VOTING METHOD**

9 When a formal vote is taken on any question brought before the Board, the decision shall be made on
10 the basis of a majority of the membership of the Board.¹

11 Roll call votes will be used at the discretion of the chairman or upon the request of any board member.
12 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
13 individual vote may be recorded in the minutes. No secret votes shall be used.²

14 **CHAIRMAN'S PARTICIPATION**

15 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
16 any other member without relinquishing the chair.³

17 **SUSPENSION OF RULES**

18 Rules of order may be suspended by a **two-thirds majority** vote at any regular or special meeting.

Legal References

1. TCA 49-2-202(g); OP Tenn. Atty. Gen. 14-102 (Dec. 2, 2014)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date:
		Rescinds: 1.406	Issued: 06/20/19

1 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the Board.¹ A draft of the minutes of the meetings of the Board will be sent to the Board Chair for
3 review. After the Board Chair and Director of Schools approves the draft of the minutes, a draft of the
4 minutes of the previous meeting and work session shall be sent to all board members with the agenda
5 for the upcoming meeting. Following their approval by the Board, the minutes shall be signed by the
6 Chair and Director of Schools. The minutes shall become permanent records of the Board and shall be
7 made available to interested citizens and the news media upon request.^{2,3} A copy shall be provided to
8 all board members, and the president of the local education association, and each of the schools no
9 more than thirty (30) days after approval by the Board.⁴

10 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all Board
11 Committee meetings. A draft of the minutes of the Committee meeting will be sent to the Chair of that
12 Committee for his or her approval and signature.

13 The minutes shall include the following:

- 14 1. The nature of the meeting (regular or special), time, place, date, board members present or
15 absent, and the approval of the minutes of the preceding meeting;²
- 16 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
17 the names of the members making and seconding the motions, and a record of the members
18 voting “aye” and “nay” in the event of a roll call vote;²
- 19 3. Names of persons addressing the Board and the purpose of their remarks; and
- 20 4. A brief account of those items discussed and whether or not any motions were made regarding
21 those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11)

Cross References

Duties of Officers 1.201

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date:
		Rescinds: 1.407	Issued: 01/11/18

1 *General*

2 The Director of Schools shall maintain all school district records required by law, regulation, and board
3 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
4 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
5 request in writing and receive copies of open public records subject to the payment of reasonable
6 cost.^{1,2,3,4}

7 No records pertaining to individual students will be released for inspection by the public or any
8 unauthorized persons. In addition, information, records, and plans related to security and safety will not
9 be released for public inspection.⁵

10 *OPTION 1: Adopt the following language if the district public records request coordinator and*
11 *records custodian are NOT the same employee:* All requests to inspect or receive copies of records shall
12 be submitted to the district's public records request coordinator (**the district may list a specific**
13 **employee/position**).⁶ The public records request coordinator shall forward requests for inspection or
14 copies of records to the appropriate records custodian (**the district may list a specific**
15 **employee/position**).⁶

16 *OPTION 2: Adopt the following language if the district public records request coordinator and*
17 *records custodian ARE the same employee:* All requests to inspect or receive copies of records shall be
18 submitted to **the Public Information Officer**, the district's public records request coordinator and records
19 custodian.⁶

20 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
21 Original documents remain intact, and confidential information in copies produced for a requestor shall
22 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

23 **REQUESTS FOR INSPECTION²**

24 Citizens requesting to inspect public records shall submit their request and a government issued photo
25 identification card with the citizen's address to the district's public records request coordinator during
26 normal business hours. Requests may be made in person or by telephone, fax, mail, or email.

27 **(Requests may also be submitted by electronic portal if the district maintains one.)** The
28 coordinator shall submit the information to the appropriate records custodian. The records custodian
29 will contact the citizen and indicate when the records will be available to inspect.

30 If the records cannot be made available within seven (7) business days, the records custodian shall
31 provide a records production letter indicating the time needed to complete the request.

1 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
2 denial letter indicating the basis for the denial.

3 **REQUESTS FOR COPIES²**

4 Citizens requesting copies of public records shall complete and submit the Records Request Form and
5 a government issued photo identification card with the citizen's address to the district's public records
6 request coordinator during normal business hours. The coordinator shall submit the Records Request
7 Form to the appropriate records custodian.

8 The records custodian shall provide an estimate of the reasonable costs to produce the requested
9 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
10 Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide
11 the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs
12 by **cashier's check, certified check, or money order (insert acceptable forms of payment)** prior to the
13 district producing the copies.

14 If the records cannot be made available within seven (7) business days, the records custodian shall
15 provide a records production letter indicating the time needed to complete the request.

16 If the request for copies is denied, the records custodian shall provide the citizen with a records request
17 denial letter detailing the basis for the denial.

18 **FREQUENT AND MULTIPLE REQUESTS**

19 When the total number of requests for copies made by a requestor within a calendar month exceeds
20 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
21 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
22 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors
23 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
24 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons
25 inspecting records and the date of inspection shall be recorded.

26 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

27 *Requests to Inspect a Public Record*

28 The district shall deny a request to inspect a public record from any citizen that has:

- 29 a. Made two (2) or more requests to view a public record within a six-month period; and
30
31 b. For each request failed to view the record within fifteen (15) business days of receiving
32 notification that the record was available.

33 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
34 request. The district's public records request coordinator may waive this denial if he/she determines
35 that failure to view the record was for good cause.

1 *Requests for Copies of Public Records*

2 The district shall deny a request for copies of a public record from any citizen that has:

- 3 a. Been provided with an estimate of the reasonable cost to produce the requested records;
4 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
5 c. Fails to pay the actual cost after the records have been produced.

6 Additional requests from this citizen shall be denied until the original cost is paid.

7 **RECORDS RETENTION**

8 The Director of Schools and/or designee(s) shall retain and dispose of school district records in
9 accordance with the following guidelines:^{2,4}

- 10 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
11 or temporary value in accordance with regulations promulgated by County Public Records
12 Commission and the Tennessee Institute for Public Services records manual;^{8,9}
- 13 2. Temporary value records which have been kept beyond the required time may be recommended
14 to the Public Records Commission for destruction;^{10,11}
- 15 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
16 transferred to the State Library and Archives. The temporary value records rejected by the State
17 Library and Archives may be transferred to another institution or destroyed;^{10,11,12}
- 18 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
19 Director of Schools desires to destroy the original permanent record, these records must be
20 reproduced by microfilming or some other permanent reproduction method. Permission to
21 destroy any original permanent record after microfilming follows the same procedure noted
22 above for temporary records;^{9,11} and
- 23 5. The Director of Schools shall establish procedures to safeguard against the unlawful
24 destruction, removal, or loss of records.¹³

25 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴**

26 **Title: Public Information Officer**

27 **Contact Information (phone, email, etc.): 310 North Parkway, Jackson, TN 38301; telephone:**
28 **731.664.2500; e-mail: PIO@jmcss.org**

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Board-Community Relations	Descriptor Code: 1.500	Issued Date:
		Rescinds: 1.500	Issued: 06/20/19

1 In order to promote school-community interaction relating to the policy and operation of schools, the
2 Board shall:

- 3 1. Strive to keep citizens regularly informed about all of the policies, practices, and planning of
4 the school system;
- 5 2. Direct all school employees, including teachers, administrators, and support service personnel,
6 to participate in good school-community interactions; and
- 7 3. Recognize the right of the news media to inquire, research, and report to the public information
8 about local schools.

9 The Director of Schools shall be responsible for providing leadership in school-community relations.
10 Through the use of his/her staff, he/she shall promote a program to best coordinate the involvement of
11 the schools and community.

Cross References

Visitors to the Schools 1.501
Board-Media Relations 1.502
Advertising & Distribution of Materials in Schools 1.806
Crisis Management 3.203
Community Use of School Facilities 3.206
Political Activities 5.606

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds: 1.501	Issued: 12/13/18

1 Except on occasions such as school programs, athletic events, open house, and similar public events,
2 all visitors will report to the school office when entering the school and will sign-in. Authorization to
3 visit elsewhere in the building or on the school campus will be determined by the principal/designee.
4 Guest passes shall be issued for all persons other than students and employees of the school.¹

5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter
6 onto the grounds or into the school buildings during the hours of student instruction except students
7 assigned to that school, the staff of the school, parents of students, and other persons with lawful and
8 valid business on the school premises.²

9 Persons who come onto school property shall be under the jurisdiction of the site
10 administrator/designee. Individuals who come onto school property or who contact employees on
11 school or district business are expected to behave accordingly. Specifically, actions that are prohibited
12 include, but are not limited to:

- 13 1. Cursing and use of obscenities;
- 14 2. Disrupting or threatening to disrupt school or office operations;
- 15 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 16 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 17 5. Physical attacks intended to harm an individual or substantially damage property.

18 The principal/designee has the authority to exclude from the school premises any persons disrupting
19 the educational programs in the classroom or in the school, disturbing the teachers or students on the
20 premises, or on the premises for the purpose of committing an illegal act.²

21 The principal shall contact law enforcement officials when he/she believes the situation warrants such
22 measures.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Board-Media Relations	Descriptor Code: 1.502	Issued Date: Click here to enter a date.
		Rescinds: 1.502	Issued: 08/09/18

1 BOARD MEETING NEWS COVERAGE

2 A copy of the agenda and agenda materials shall be sent in advance to members of the news media who
3 request it. Additionally, all reports approved by the Board shall be made available to the media.

4 The press shall be provided with working copies of the agenda and agenda materials upon request.

5 The Chair of the Board and/or the director of schools shall be available after each meeting to answer
6 questions and to clarify points of discussion and action.

7 NEWS RELEASES AND NEWS CONFERENCES

8 The release of official news from the school district shall be coordinated as follows:

9 1. The Chair shall be the official spokesman for the Board;

10 2. News releases which are of a system wide nature or pertain to established system policy are the
11 responsibility of the director of schools/designee; and

12 3. News releases which are of concern to only one school or to an organization of one school are
13 the responsibility of the director of schools/designee.

14 INTERVIEWS

15 When individual board members or the director of schools express their views on any issue which is in
16 opposition to a view expressed in board policy, they have the duty to make clear that the view expressed
17 is not the official view of the Board or school system.

Cross References

Board-Community Relations 1.500
Crisis Management 3.203
Staff-Community Relations 5.606
Student Suicide Prevention 6.415
Media Access to Students 6.604

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date:
		Rescinds: 1.600	Issued: 12/13/18

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board's
2 **approval review and discussion** of the proposal or return for study and/or further revision shall
3 constitute the first reading.

4 The proposed policy or policy amendment shall be considered at the next board meeting with the final
5 vote following the second reading. Adoption shall require an affirmative vote by a majority of the
6 members of the Board, and each vote will contain a future date for reporting the effectiveness of the
7 policy.

8 Policies adopted by the Board shall be made a part of the minutes and shall be placed in the policy
9 manual. Policies shall be effective immediately upon adoption unless a specific effective date is
10 provided and shall supersede any previous board action on the subject.

11 **POLICY MAINTENANCE**

12 The Director of Schools shall be responsible for drafting policy proposals and maintaining the Board
13 policy manual. At least biennially, the Board shall review its policy manual for the purpose of passing,
14 revising, or deleting policies mandated by changing conditions.¹ To ensure that the policy manual
15 remains current, the Board may contract annually for TSBA's policy maintenance service.

16 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
17 of the community.¹

18 **PROCEDURE FOR EXPEDITED ACTION**

19 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
20 Board may waive the second reading and take immediate action to adopt new or revised policies. The
21 Board may also vote to waive the second reading if a proposed amendment to a policy is considered
22 housekeeping or clerical in nature.

23 **SUSPENSION OF POLICIES**

24 Any Board policy or part thereof may be suspended by an affirmative vote by a majority of the
25 members of the Board.

26 **ADMINISTRATION IN POLICY ABSENCE**

27 In cases where the Board has provided no guidelines for administrative action, the Director of Schools
28 shall have the power to act. Any such actions shall be reported to the Board at the next meeting.

Legal References

1. TCA 49-2-207(a)

Cross References

- Role of the Board of Education 1.101
Agendas 1.403
Administrative Procedures 1.601

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date:
		Rescinds: 1.601	Issued: 01/10/19

1 The Director of Schools is responsible for implementing board policies and for interpreting them to
2 staff, students, and the public.¹

3 The Director of Schools, in consultation with principals, staff members, and other persons and groups
4 as appropriate to the topic, will develop administrative procedures as necessary to implement board
5 policies or for the items deemed necessary for the efficient operation of the schools.²

6 Within the policies and procedures of the Board and the Director of Schools, principals are authorized
7 to establish guidelines for the staff and students of their schools.

8 **DISSEMINATION**

9 The Director of Schools is directed to establish a plan for preserving the administrative procedures and
10 making them accessible to all employees.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Role of the Board of Education 1.101
Board-Director Relations 1.205
Policy Development and Adoption 1.600
Qualifications/Duties of the Director of Schools 5.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Administrative Committees	Descriptor Code: 1.602	Issued Date: Click here to enter a date.
		Rescinds: 1.602	Issued: 06/20/19

- 1 The director of schools may establish such committees as he/she finds necessary for proper
- 2 administration of board policies and for the improvement of the total educational program.

- 3 All administrative committees created by the director of schools shall be for the purpose of obtaining the
- 4 advice and counsel of administrative and supervisory personnel of the system and to aid in
- 5 communication. Authority for establishing policy remains with the Board and authority for
- 6 implementing policy remains with the director of schools.

- 7 The membership, composition, and responsibilities of committees will be defined by the director of
- 8 schools and may be changed at his/her discretion.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date:
		Rescinds: 1.603	Issued: 06/20/19

1 At each board meeting, the Director of Schools shall report the names of new personnel employed
2 since the last meeting of the Board.

3 The Director of Schools shall make annual reports concerning conditions of efficiency and needs of the
4 school system. Included in this report shall be information regarding employment of instructional staff
5 as follows:

- 6 1. Number of applicants interviewed and the number employed;
- 7 2. Procedures being used to ensure that the best applicants are being selected;
- 8 3. Number of teachers non-renewed;
- 9 4. Number of non-tenured teachers;
- 10 5. Evidence that all non-tenured teachers were evaluated;
- 11 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
- 12 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 13 8. Percent of principals who scored at each level on the evaluation scale;
- 14 9. Percent of supervisory personnel (other than principals) who scored at each level on the
15 evaluation scale; and
- 16 10. Summary and explanation of how the school system fared on the Report Card distributed by the
17 State Department of Education.

18 Board members shall be made aware of all reports prepared by the Director of Schools' office for
19 transmittal to the local legislative body, the State Department of Education, or any state or federal
20 agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Goals and Objectives	Descriptor Code: 1.700	Issued Date: Click here to enter a date.
		Rescinds: 1.700	Issued: 06/20/19

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
2 goals of the school system. In discharging that responsibility, the Board has adopted the following goals
3 in four primary areas: Instruction, personnel, students and operations.

4 The Board shall develop policies to implement the goals within each area and shall annually review these
5 goals and revise them as necessary so that each program will at all times support the stated goals.

6 INSTRUCTION

- 7 1. To promote a plan for the organized improvement of school curriculum, including the articulation
8 between elementary and secondary schools;
- 9 2. To provide offerings which explore a wide range of career and service opportunities;
- 10 3. To promote an integration of academic, physical, social and emotional growth experiences for
11 each student; and
- 12 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).

13 STUDENTS

- 14 1. To structure the overall instructional program to provide sufficient alternatives to meet a variety
15 of individual needs and aspirations;
- 16 2. To ensure that each student's interests, capacities and objectives are considered in his/her
17 learning program;
- 18 3. To develop a comprehensive program for disabled students providing the least restrictive
19 programs; and
- 20 4. To help students gain understanding of themselves, as well as skills and techniques in living and
21 working with others and being responsible citizens.

22 PERSONNEL

- 23 1. To provide high quality performance by the staff, including both professional and support
24 personnel;

- 1 2. To establish acceptable performance standards for all personnel;
- 2 3. To provide in-service training and professional growth experiences for teachers and
- 3 administrators; and
- 4 4. To maintain an evaluation system for the improvement of the instructional system.

5 OPERATIONS

- 6 1. To make every effort to secure adequate funding for the educational program in support of the
- 7 stated goals;
- 8 2. To maintain an adequate system of fiscal and business management;
- 9 3. To develop plans for the efficient use of school facilities; and
- 10 4. To ensure appropriate communication between the director of schools and the Board.

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Goals 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date:
		Rescinds: 1.701	Issued: 06/20/19

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹

5 The Director of Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

7 The Board shall develop annual plans with specific goals for improving student performance and that
8 operationalize the district's five (5) year strategic plan.

9 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
10 of the retreat shall be to:

- 11 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 12 2. Determine which goals have been achieved and whether any new efforts are needed;
- 13 3. Review major issues that may affect the school system in the future; and
- 14 4. Create an annual plan for district improvement.

15
16
17
18 **SCHOOL IMPROVEMENT PLAN¹**

19 The principal of each school shall work with the Director of Schools to develop and implement a
20 school improvement plan that is student focused and in support of the board improvement plan. The
21 plan shall be updated annually and address the long-range strategic plan of the school district.¹

22

Legal References

1. TRR/MS 0520-01-02-11; State Board of Education Policy 2.101; TCA 49-1-613

Cross References

- Role of the Board of Education 1.101
- Qualifications and Duties of the Director of Schools 5.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Evaluation of School District	Descriptor Code: 1.702	Issued Date:
		Rescinds: 1.702	Issued: 05/10/01

- 1 Annually, the Board shall assess the school district. The Director of Schools shall inform each
2 department of this requirement and ensure completion in a timely manner.
- 3 The basic features of the evaluation of the school district shall be as follows:
- 4 1. Each department shall complete an evaluation indicating strengths and weaknesses;
 - 5 2. Each evaluation shall be given to the Director of Schools who shall present the compiled
6 information in a report to the Board; and
 - 7 3. The goals and objectives for each department for the forthcoming year shall be developed
8 based on the report.
9

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date: Click here to enter a date.
		Rescinds: 1.703	Issued: 05/10/01

- 1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
- 2 director of schools shall enforce these areas as established by the Board.¹
- 3 The primary considerations governing the establishment of a school attendance area are:
- 4 1. The educational opportunity afforded students;
- 5 2. The capacity of each school; and
- 6 3. The geographic location of each school in relationship to the surrounding student population.

Legal References

1. TCA 49-6-403(c)

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: 04/14/16
		Rescinds: 1.704	Issued: 01/14/16

1 **PRINCIPLES AND CONDITIONS**

2 Charter schools should significantly benefit the children they serve while, at the same time, further the
3 cause of education reform and improvement. Given this understanding, the following principles and
4 conditions will be considered in approving the adoption of a charter. These principals and conditions
5 reflect the Board's priorities.

6 *Academic Achievement*

7 Charter School Sponsors must identify the proposed charter school's academic focus. Charter schools
8 must be committed to attaining a higher level of academic achievement for the students than that realized
9 in typical schools in our system that serve similar student populations. Charter schools must be
10 committed to meeting each of the end results that the Board would like every student to achieve and
11 must be focused on clear instructional goals that support rigorous, challenging learning for all students,
12 as demonstrated by proficient or advanced scores on state tests and an indication that they experienced
13 academic growth.

14 *Commitment to Diversity and the Varied Needs of Students*

15 Charter schools must demonstrate the ability to balance academic goals with the social and emotional
16 needs of its students. As any other school in the public school system, a charter school must be accessible
17 to and positioned to address the needs of all school-aged children, regardless of race, color, national-
18 origin, religion, gender, proficiency in English, disability, or academic achievement.

19 *Centers of Reform and Innovation*

20 The Board's expectation is that charter schools approved by our district will serve as true alternative
21 school programs that are markedly different than those already being offered within our system. To
22 warrant adoption, charter schools must promote and implement new and innovative practices and
23 conditions in delivering public education not typically found in traditional public schools. In so doing,
24 they are expected to serve as centers of reform and innovation from which educators, parents, and
25 community members can learn new, successful dynamics and methods that could ultimately be
26 replicated. Toward this end, the Board may designate representatives to enter the premises of the charter
27 school to monitor, including the observation of classroom instruction, whether the sponsor is operating
28 the charter school in compliance with applicable law and within the terms and conditions of the Charter
29 Agreement.

1 *True Schools of Choice*

2 While there is no prototypical charter school, those selected for adoption should provide parents and
3 children with a clear, meaningful alternative to what is currently available to them. Charter schools must
4 be able to attract the interest of parents and children based on the uniqueness and attractiveness of their
5 educational approach and offerings. The vision, mission, and operation of charter schools should be clear
6 and focused so that parents will be able to determine whether or not they are a good match with their
7 family's value system, their child's unique learning style and learning needs, and the personal interests
8 of both children and parents.

9 *Management and Operation*

10 Given that by granting a charter application the Board is opting to entrust our children-and public dollars
11 with a chartering agency, it is essential that ample evidence be presented that will assure the Board that
12 the charter school will be managerially and fiscally sound as well as accountable. It is essential that the
13 business plan presented is clearly capable of on-going success and will endure the test of time. The Board
14 has to be confident that the charter school management has the expertise, skills, and capacity to lead and
15 operate its school and meet its defined academic focus and vision for learning while remaining within
16 its designated fiscal constraints. Sponsors and charter school administrators should not rely on the
17 expertise of district administrators before, during or after the charter school application process as district
18 administrators do not have the luxury of time to assist in the management or operation of charter schools.
19 New applicants will be required to set aside one percent (1%) of BEP funds for the first four (4) years,
20 if the charter school is purchasing services from the LEA. Also, the LEA may withhold funds to cover
21 the cost of employee benefits or retirement, if the charter school contracts with the LEA for these
22 services.

23 *Successful Track Record*

24 Given the array of charter schools and the risk factors associated with each, the Board will give priority
25 for application approval to charter schools with established and successful academic and fiscal records.

26 *Facilities*

27 It is essential that all charter school applicants guarantee operation in facilities that will provide students
28 with the necessary and appropriate conditions for learning, conditions that meet or exceed Board
29 standards. No charter school shall open unless and until the charter school's facility has been evaluated
30 for compliance with all applicable laws including but not limited to ADA, fire, zoning, safety, and other
31 compliance standards.

32 *School Governance*

33 In many ways, charter schools reflect the concept of the one-room schoolhouse, with all of the policy-
34 making and administration occurring at a single site. As such, they need to facilitate the active
35 participation of charter school constituents (administrators, board, teachers, students, parents, etc.).

1 ***Professional Environment***

2 Charter schools are expected to serve as examples of true learning communities. As such, they must be
3 committed to hiring highly qualified teachers and other personnel and have the capacity to provide
4 appropriate and ongoing professional development to their staff that is based on student needs as well as
5 reasoned and sound pedagogy. Conditions must be established that will promote a sense of professional
6 community through sufficient opportunities, time, and resources that will build teacher knowledge,
7 expertise, collaboration, and reflection.

8 ***Discipline***

9 The Board expects all charter school students to be treated with dignity and respect. While the State of
10 Tennessee allows for the use of corporal punishment, the Jackson-Madison County School System
11 prohibits it unless administered by the principal. The charter school, if approved, is encouraged to abide
12 by Jackson-Madison County School system's rules on corporal punishment.

13 ***School Safety***

14 The Board expects all charter schools to develop and implement school safety plans and policies. The
15 charter school must comply with all federal and state laws governing school safety, including but not
16 limited to the Schools Against Violence in Education Act codified at Tenn. Code Ann. § 49-6-801 et
17 seq.

18 ***Consistent Tier Levels***

19 The Board recognizes the importance of continuity in a child's education and is committed to maintaining
20 consistent tier levels. The purposes of consistent tier levels are to allow all students to remain at the same
21 school for a significant number of years, to allow students to transition to a new tier level at the same
22 time, and to maintain consistency in program offerings from school to school. Therefore, the charter
23 school is encouraged to maintain the same tier levels as the majority of Jackson-Madison County
24 Schools, i.e., K-5, 6-8, or 9-12.

25 ***Deviation from Approved Application***

26 The Board is desirous of clearly understanding the stated purpose and particular plan of implementation
27 of all charter schools prior to their approval. Therefore, charter schools approved by the Board are
28 expected to implement the application as submitted and approved. Substantial deviations, as determined
29 by Jackson-Madison County School System staff, from the approved application may result in
30 revocation of the Charter by the Board. Changes to the application that either add or delete proposed
31 services may be considered substantial. Examples of substantial deviations may include but are not
32 limited to transportation, services for special education, changes to the governing board, opening date of
33 school, location of school, etc.

34 ***Southern Association of Colleges and Schools (SACS) Accreditation***

35 While it is desirable that all schools agree to seek accreditation from SACS, the Jackson-Madison County
36 Schools System requires that all charter schools that include high school (grades 9-12) must be SACS

1 accredited. It is expected that the candidate school status for accreditation will be received during the
2 first year of the charter school operation.

3 ***Charter Schools Autonomy***

4 Charter schools approved by the Board of Education are expected to operate with knowledge of and
5 compliance with all rules, regulations, statutes, and policies relevant to that charter school's operations
6 including but not limited to instruction, human resources, communication, administration, business
7 services, facilities and operations, transportation, food services, safety, and student discipline. The
8 Jackson-Madison County School System should not be expected to provide services to charter schools
9 that are not requested during the application process and not provided for in the charter agreement.
10 Services agreed to be provided to charter schools by the Jackson-Madison County School System will
11 be provided at actual costs.

12 **DEFINITIONS**

13 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
14 within a public school district. It shall be subject to all state and federal laws and constitutional provisions
15 prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion,
16 ancestry or need for special education services.¹

17 Charter schools may be formed to:²

- 18 1. Improve learning for all students and close achievement gap between high and low students as
19 demonstrated by high achievement scores.
- 20 2. Provide viable and research-based instructional alternatives to meet educational needs of students
21 in high priority schools.
- 22 3. Encourage the use of different and innovative teaching methods, and provide greater decision
23 making authority to schools and teachers for greater responsibility for student performance.
- 24 4. Measure performance of pupils and faculty, and ensure that students have the opportunity to
25 reach proficiency on state academic assessments.
- 26 5. Create new professional opportunities for teachers; and
- 27 6. Afford parents substantial meaningful opportunities to participate in the education of their
28 children.

29 All terms used in this policy shall be defined as set forth in Tenn. Code § 49-13-104.

30 **APPLICATION AND REVIEW PROCEDURES³**

31 Pursuant to Tennessee Code Annotated § 49-13-107(a), sixty (60) days before submitting an application,
32 a prospective charter school sponsor must submit a letter of intent to the Tennessee Department of
33 Education and the Jackson-Madison County Board of Education of its plan to submit an application to
34 operate a charter school.

1 A complete application must be submitted to the Jackson-Madison County Board of Education
2 (hereinafter "Board"), through the Board Administrative Secretary, on or before 4:00 p.m. on April 1 of
3 the year preceding the year in which the proposed charter school plans to begin operation. Applications
4 will be accepted only between March 15 and April 1. If the 1st of April falls on a Saturday, Sunday, or
5 holiday on which the school district offices are closed, applications will be accepted on the previous
6 business day on or before 4:30 p.m. Late applications will not be accepted, without exception.

7 An application fee of five hundred dollars (\$500) is required upon submission of the application. The
8 charter school sponsor shall file a written application in the form provided by the State which application
9 form is available through the Tennessee State Department of Education. Pages in the application must
10 be numbered, and a table of contents must also be included in the application. Applications must be
11 submitted with one (1) typed original, five (5) hard copies, and one (1) electronic copy (i.e. a PDF file
12 attached to an e-mail or a CD), all of which shall include any attachments and/or exhibits. Applications
13 must be presented in a binder or notebook on 8 X 11 inch paper using 12-point font. The operating
14 budget, which is a required element of a complete application, must be submitted in the state-approved
15 budget document format.

16 The application must demonstrate that the proposed charter school meets the purpose prescribed by law
17 and shall include, at a minimum, the following mandatory items:

- 18 1. A statement defining the mission and goals of the school, including the proposed charter school's
19 academic focus;
- 20 2. A proposed academic plan, including the instructional goals and methods for each grade level
21 the school will serve;
- 22 3. Plan for evaluating student academic achievement and procedures for remedial action;
- 23 4. An operating budget based on anticipated enrollment; provided, however, that such operating
24 budget shall not exceed a five-year projection;
- 25 5. Method of conducting audits;
- 26 6. Timetable for commencing operations that shall provide for a minimum number of academic
27 instruction days which shall not be fewer than required by statute.
- 28 7. Proposed rules and policies for governance;
- 29 8. Names and addresses of members of the governing body;
- 30 9. Description of the anticipated student enrollment and admission policies;
- 31 10. Code of behavior and discipline;
- 32 11. Plan for compliance with health and safety laws and regulations;
- 33 12. Qualifications of employees;
- 34 13. Names and addresses of sponsors;
- 35 14. Procedures governing the deposit and investment of funds, purchasing procedures and
36 comprehensive travel regulations;
- 37 15. Plan for management and administration;
- 38 16. Copy of proposed by-laws of governing body;
- 39 17. Assurance of liability by the governing body;

- 1 18. Types and amounts of insurance coverage;
- 2 19. Plan for transportation;
- 3 20. Information regarding financing;
- 4 21. Description of the facility to house the proposed school, and;
- 5 22. A disclosure of all donations of private funding, if any, including, but not limited to, gifts received
- 6 from foreign governments, foreign legal entities, and, when reasonably known, domestic entities
- 7 affiliated with either foreign governments or foreign legal entities.

8 All teachers in a public charter school must have a valid Tennessee teaching license, or meet the
9 minimum requirements for licensure as defined by the state board of education.

10 Public charter schools must administer state assessments and meet the same performance standards and
11 requirements adopted by the state board of education for traditional public schools.

12 The Jackson-Madison County School System shall not waive any statute, rule or regulation that it does
13 not have the authority to waive for any of the schools within its jurisdiction or for itself, as a local
14 education agency. It shall grant no waivers except by express written consent. Any request or application
15 for waiver from any law, rule or regulation, other than those for which a waiver is prohibited, must be
16 made at the time of the submission of the application. If not, the application will be deemed to be
17 submitted with no waiver request. A Sponsor must complete the Application for Waiver form provided
18 by the Jackson-Madison County Schools and the Application for Waiver must be included in the charter
19 school application. A request for waiver may be made either to the Jackson-Madison County Schools or
20 the Commissioner of Education. The Jackson-Madison County School System does not recognize any
21 waiver granted by the Commissioner of Education except upon the Sponsor's presentation of specific
22 express written proof of such waiver. The Sponsor shall not seek and no waivers shall be granted that
23 conflict with the Sponsor's Application or the Charter Agreement. All waiver requests shall comply with
24 the following:

- 25 1. The waiver requests shall be submitted in writing to the Jackson-Madison County School System no
26 later than sixty (60) days prior to the school's intention to implement the waiver, if granted;
- 27 2. All waiver requests shall include a specific statement of the grounds for requesting the waiver and
28 the specific evidence of how the procedure or policy for which a waiver is granted inhibits or hinders
29 the charter school's ability to meet its goals or comply with its mission statement; and
- 30 3. All waiver requests filed with the Jackson-Madison County School System shall contain information
31 on other waiver requests filed with the Commissioner of Education including the status of those
32 waiver requests.

33 An application is complete if and only if it: provides all information and documents listed in Tenn. Code
34 Ann. § 49-13-107; identifies a student population eligible to attend the school for the upcoming school
35 year; intends to begin operation as a public charter school in the year following the year of application;

1 is sponsored by an eligible individual, group, or other organization; and is submitted in the appropriate
2 form with the requisite number of copies required by this policy.

3 Notice that an application is incomplete shall be given within fifteen (15) days of the submission date of
4 the initial application. Notice is deemed received upon deposit of the incomplete application letter in the
5 U. S. Mail. The Sponsor shall file a completed application within fifteen (15) days of the receipt of notice
6 that application is incomplete. The Board will not consider an application during the current application
7 cycle if the items mentioned in the notice of incomplete application letter are not received within the
8 above mentioned fifteen (15) day period. The ninety (90) day review period shall commence on the date
9 of official receipt of the completed application. If the Sponsor does not submit a complete application
10 within the time period set for in law or this policy for receipt of charter school applications, the review
11 process shall cease and the application will not be further considered.

12 In the application, the Sponsor must demonstrate that the proposed charter school meets the purpose
13 prescribed by law for the formation of a charter school and the proposed charter school will be able to
14 implement a viable program of quality education for its students. In the case of a conversion school, the
15 application must include documents showing the necessary parental or teacher support for a charter
16 school.

17 **REVIEW TEAM**

18 The director of schools shall appoint a Charter School Application Review Team (hereinafter the
19 "Review Team") to assist the Board in reviewing and evaluating charter school applications. The Review
20 Team shall be composed of members of the administrative staff for the Jackson-Madison County School
21 System. The staff or Board attorney may serve as an ex-officio member of the Review Team. The
22 Director shall designate a chairman of the Review Team from the administrative staff members as the
23 contact person for answering questions about the application process.

24 *First Review of Completed Application*

25 The Review Team members shall independently review each charter school application and render
26 recommendations to the Review Team. For each application, each Review Team member shall
27 recommend and the Review Team decide whether the Review Team has further discussion on the
28 application, the application be denied, or the application be further considered during Second Review.

29 If the Review Team decides to meet and discuss the application further, the Review Team will meet to
30 discuss the application further and decide whether to recommend denial without further review or to
31 further consider the application during Second Review. If the Review Team decides to recommend
32 denial of the application without further consideration, the Chairperson shall compile the Review Team
33 members' objective reasons for denial and shall render a written recommendation to the director of
34 schools based upon the compiled objective reasons. If the Superintendent accepts the Review Team's
35 recommendation of denial, the Superintendent shall render a written recommendation to the Board.

1 If the Review Team recommends that an application be further considered, the Review Team shall
2 continue the review process.

3 *Second Review of Completed Application*

4 The Review Team shall meet to review and evaluate applications on Second Review. The Review Team
5 shall use the Scoring Criteria and Rubric developed and approved by the Tennessee Department of
6 Education to score applications on Second Review. The score received by a Sponsor through the Review
7 Team's use of the Scoring Criteria and Rubric shall not be the sole determining factor in the Review
8 Team's recommendation to the Board as no specific numeric score will guarantee the Review Team's
9 recommendation of any application to the Board. The Review Team may, but is not required to, interview
10 the Sponsor, Governing Body, and/or proposed leaders and/or teachers of the proposed charter school
11 during Second Review. The Review Team also may, but is not required to, visit existing schools
12 established by the Sponsor of a proposed charter school on Second Review.

13 Upon completion of the Second Review, the Review Team chairperson shall render the Review Team's
14 recommendation to approve or deny the charter school application to the director of schools, in writing.
15 If the Review Team recommends denial of the application, the Review Team shall include in its
16 recommendation the objective reasons for denial. The Review Team may, but is not required to, include
17 in its recommendation to the director of schools the "score" received by a Sponsor as derived from the
18 use of the Tennessee Department of Education's Scoring Criteria and Rubric.

19 The director of schools shall make a written recommendation to the Board including the Review Team's
20 recommendation and the objective reasons for the Director of School's recommendation.

21 **APPROVAL/DENIAL OF APPLICATION⁴**

22 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)
23 days of receipt of the completed application. The Board decision shall be a final decision of the
24 application to create new public charter schools pursuant to Tenn. Code Ann. § 49-13-108(a)(1). If the
25 Board fails to either approve or deny the application within the ninety (90) day period, the application
26 shall be deemed approved pursuant to Tennessee Code Annotated § 49-13-108(a)(1).

27 If an application for a newly created charter school is denied, the Sponsor shall have thirty (30) days
28 from the date of denial to correct the deficiencies in the application and submit an amended application.
29 All changes within the amended application shall be embedded within the text of the original application
30 and in bold lettering. Information that has been deleted from the original application shall remain in the
31 text of the amended application but shall be noted with strike-through marks. Amended applications
32 must be submitted to the Board Administrative Secretary with one (1) typed original, five (5) hard copies,
33 and one (1) electronic copy (i.e. a PDF file attached to an e-mail or a CD), all of which shall include any
34 attachments and/or exhibits. Amended applications must be presented in a binder or notebook on 8 x 11
35 inch paper using 12-point font.

1 If the Sponsor elects not to submit an amended application, if the amended application is not timely
2 submitted, or if the amended application is not submitted in the appropriate format with the requisite
3 number and type of copies, the review process shall cease and the application will not be further
4 considered.

5 The Board shall have thirty (30) days from receipt of an amended application to approve or deny the
6 amended application. During the thirty (30) day review period, the Review Committee shall review and
7 evaluate the amended application. The amended application shall be reviewed and evaluated as a whole.
8 Upon completion of the review of the amended application, the Review Committee Chairperson shall
9 render the Committee's recommendation to approve or deny the amended charter application to the
10 director of schools in writing. If the Review Committee recommends denial of the amended application,
11 the Committee shall include in its recommendations the objective reasons for that recommendation. The
12 director of schools shall make a written recommendation to the Board including the Review Team's
13 recommendation and the objective reasons for the Director of School's recommendation. If the Board
14 fails to either approve or deny the amended application with the thirty (30) day period, the amended
15 application shall be deemed approved.

16 If the Board denies the amended application, the Board shall give objective reasons for the denial. The
17 Sponsor shall have ten (10) days to appeal the Board's denial of the amended application to the State
18 Board of Education. Appeals to the State Board of Education shall proceed as set forth in Tenn. Code
19 Ann. § 49-13-108(3).

20 **APPROVED PUBLIC CHARTER SCHOOLS**

21 If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the Board
22 through its designee within the district administration. The Sponsor of a public charter school that is
23 approved by the Board shall enter into a written agreement with the Board, which shall be binding on
24 the charter school's governing body. This agreement, known as the charter agreement, shall be in writing
25 by the Tennessee Department of Education as well as provide a list of requirements that the sponsor
26 wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets
27 the purpose prescribed by law for the formation of a charter school and the proposed charter school will
28 be and shall include all aspects of the Sponsor's approved application as well as any reporting
29 requirements prescribed under state or federal laws.⁵

30 To warrant adoption, charter schools must promote and implement new and innovative practices and
31 conditions in delivering public education not typically found in traditional public schools. All charter
32 schools that include high schools (grades 9-12) must be SACS accredited. It is expected that the
33 candidate school status for accreditation will be received during the first year of the charter school
34 operation.

35 Charter schools approved by the Board of Education are expected to implement the application as
36 submitted and approved. Substantial deviations from the approved application may result in revocation
37 of the Charter by the Board.

1 Charter schools approved by the Board are expected to operate with knowledge of and compliance with
2 all rules, regulations, statutes and policies relevant to that charter school's operations; including but not
3 limited to instruction, human resources, communication, administration, business services, facilities and
4 operations, transportation, food services, safety and student discipline. The Board should not be
5 expected to provide services that are required under state or federal laws. Services agreed to be provided
6 to the charter schools by the Board shall be provided at Board actual cost.

7 The Governing Body of an approved public charter school shall make a written report to the Board
8 annually between August 1 and September 1. This reporting requirement shall begin in the year after
9 the year in which the public charter school begins operation. This annual report shall include: a report
10 on the progress of the school in achieving its goals, objectives, pupil performance standards, content
11 standards, and all other terms of the charter agreement; and a financial statement disclosing the financial
12 health of the school including the costs of the administration, instruction and other spending categories
13 of the school.⁶

14 New public charter schools, conversion schools, and all renewals of charter agreements are approved for
15 ten year periods. However, following the fifth year of a charter school's initial period of operation or
16 the fifth year of any renewal of a charter school agreement, the LEA must conduct an interim review of
17 the charter school according to the guidelines developed by the Department of Education.

18 No later than October 1 of the year prior to the year in which the charter agreement expires, the governing
19 body of a public charter school shall submit a renewal application to the Board. The Board shall make
20 its renewal decision based on the progress of the school towards its stated goals and on the financial
21 status of the school.⁷

22 The Board may revoke or deny renewal of a public charter school agreement for any of the reasons
23 enumerated in TCA 49-13-122.

Legal References

1. TCA 49-13-105 TCA 49-13-111(a)(1)-(5)(b)(c)
2. TCA 49-13-102
3. TCA 49-13-107
4. TCA 49-113-108 TRR/MS 0520-14-1-.01 & .02
5. TCA 49-13-110
6. TCA 49-13-120
7. TCA 49-13-121

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds: 1.800	Issued: 06/20/19

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel; and
- 11 • Four (4) discretionary days.

12 The calendar shall be distributed to the school staff at the opening of the school term.

13 **STUDENT ATTENDANCE DAYS**

14 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
15 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
16 by the State Department of Education.¹

17 **IN-SERVICE EDUCATION**

18 Each day of in-service education included in the school calendar shall be equivalent to not less than six
19 (6) hours of planned activities.²

20 **DISCRETIONARY DAYS**

21 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
22 student attendance days, in-service days, or administrative days which may be used by administrators,
23 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,
24 parent-teacher conferences, and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date:
		Rescinds: 1.801	Issued: 06/20/19

- 1 The minimum length of the school day shall be six and one-half (6 1/2) hours total for all grades.¹
- 2 All teachers shall be on duty at least seven (7) hours and such additional time as the school district
- 3 requires.²

Legal References

1. TRR/MS 0520-01-02-.31(1)
2. TRR/MS 0520-01-02-.31(5)

Cross References

Staff Time Schedules 5.602
Staff Meetings 5.603

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date:
		Rescinds: 1.802	Issued: 08/08/13

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs, and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act of 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training, and other terms,
11 conditions, and privileges of employment.²

12 **COORDINATOR**³

13 The Board shall designate at least one (1) employee to coordinate its efforts to comply with and carry
14 out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including
15 any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that
16 would be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address, and telephone number of the ADA/Section
19 504 coordinator. Methods of initial and continuing notification may include the posting of notices,
20 publication in newspapers and student and employee handbooks, and distribution of memoranda or
21 other written communications.

22 **COMPLAINT PROCEDURE**⁵

23 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
24 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
25 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will
26 respond to all complaints within twenty (20) days with a written response as well as information on
27 further grievance procedures that may be followed if the complaining party is not satisfied with the
28 coordinator's proposed resolution.

1 DUE PROCESS HEARING PROCEDURES

2 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
3 parent wishes to contest any action of the school system with regard to a child's identification,
4 evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the
5 parent/guardian has the right to personally participate and to be represented at the hearing by an
6 attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a
7 Section 504 hearing should involve identification, evaluation, or placement issues involving a child
8 who has or is believed to have a disability.

9 *Request for Hearing*

10 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
11 evaluation, or placement of a student who has or is believed to have a disability, as defined by Section
12 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The
13 request shall be submitted on or reduced to writing on a form provided through the Central Office.

14 *Impartial Hearing Officer*

15 The Director of Schools/designee shall appoint an impartial hearing officer to preside over the hearing
16 and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a
17 request for a due process hearing. The hearing officer will be hired as an independent contractor at no
18 expense to the parent. The hearing officer that is appointed shall not be a current employee of the
19 school system and shall not be related to any member of the Board of Education. The hearing officer
20 need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing
21 procedures under Section 504. The choice of an impartial hearing officer is final and may not be
22 presented as an issue at the due process hearing since such an issue would not relate to the
23 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
24 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the
25 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
26 Rights.

27 Office for Civil Rights
28 U.S. Department of Education
29 61 Forsyth St. S.W., Suite 19T10
30 Atlanta, GA 30303-8927
31 Telephone: 404-974-9406
32 Email: OCR.Atlanta@ed.gov

33 *Scheduling of Hearing*

34 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
35 appointment and provide this information in writing to the parent/guardian and the Section 504
36 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion, may grant a continuance of
3 the hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must
6 inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least
7 seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the
8 coordinator's request.

9 *Pre-Hearing Conference*

10 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
11 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing
12 Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the
13 parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via
14 telephone or in person depending on the hearing officer's decision based on the convenience to both
15 parties.

16 *Dismissals*

17 If, after the Pre-Hearing Conference, the hearing officer finds that the parent/guardian, as a matter of
18 law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a
19 Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining
20 the basis for such finding.

21 *Hearing*

22 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
23 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably
24 limit testimony and introduction of exhibits for reasons or relevance.

25 *Recording*

26 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will
27 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
28 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
29 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the
30 hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript
31 of the hearing to be offered to the court as an exhibit.

32 *Witnesses*

33 Witnesses will present their information in narrative form, without the traditional question and answer
34 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may
35 request that the hearing officer, at his/her discretion, ask a witness a certain question.

1 *Format of Presentation*

2 Each side will have an equal amount of time to present their positions as determined by the hearing
3 officer. The parent/guardian will present his/her case first by making an opening statement outlining
4 the issues, calling witnesses, and making a closing argument. The school system will present its side
5 next.

6 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
7 side may present personally or through their representatives.

8 *Submission of Exhibits*

9 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
10 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
11 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
12 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her
13 review as well as the number of witnesses and the length and/or scope of their presentations or
14 statements.

15 *Closing Arguments*

16 The hearing officer may allow or request written closing arguments summarizing and characterizing
17 the information presented at the hearing.

18 *Decision*

19 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
20 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
21 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or
22 claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision
23 will be deemed to have been denied. The decision must be issued within forty-five (45) days after the
24 date the Request for a Due Process Hearing is received by the district. The hearing officer may not
25 award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

26 *Review Procedure/Appeal*

27 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
28 the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36

Cross References

School Board Meetings 1.400
Visitors to the Schools 1.501
Reporting Student Progress 4.601
Graduation Activities 4.606
Equal Opportunity Employment 5.104
Personnel Health Examinations/Communicable Diseases 5.400
Acquired Immune Deficiency Syndrome 5.401
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Acquired Immune Deficiency Syndrome 6.404

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: Click here to enter a date.
		Rescinds: 1.803	Issued: 09/05/19

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
- 2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
- 3 leased, or operated by the district.¹ Smoking and vaping shall be prohibited in public restrooms and any
- 4 public seating area including, but not limited to, bleachers used for sporting events.²

- 5 District employees and students enrolled in the district's schools will not be permitted to use tobacco or
- 6 tobacco products, including smokeless tobacco, vapor products, and electronic cigarettes and associated
- 7 paraphernalia, while they are participants in any class or activity in which they represent the school
- 8 district.

- 9 Any student who possesses tobacco products shall be disciplined in accordance with school board policy.

- 10 Parents and students shall be notified of the Tobacco-Free School Policy at the beginning of each school
- 11 year.

- 12 Signs will be posted throughout the district's facilities to notify students, employees and all other persons
- 13 visiting the school that the use of these products is forbidden.¹ The following notice shall be prominently
- 14 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
- 15 *prohibited by law in seating areas and in restrooms.*³

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Alcohol & Drugs in the Workplace	Descriptor Code: 1.804	Issued Date: Click here to enter a date.
		Rescinds: 1.804	Issued: 12/12/19

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including
3 but not limited to, suspension, dismissal, and/or referral for prosecution.¹

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other
8 school-approved vehicle used to transport students to and from school or school activities; and off-
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
11 marijuana, or any other controlled substance as defined by federal law.²

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner
15 for which they were not intended or prescribed including, but not limited to, the use of prescription
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of
17 physical or mental capacity that is threatening to the health or safety of the employee or others.³

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid
19 containing alcohol as defined by state and federal law.⁴

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,
22 use, or be under the influence of any illegal or unauthorized drugs¹ or any alcohol.⁵

23 Compliance with these requirements and prohibitions is mandatory and is a condition of employment.
24 As a further condition of employment, an employee shall notify the Director of Schools of any
25 criminal drug **stature statute** conviction the employee incurs for a violation no later than five (5) days
26 after such conviction.

- 1 Within thirty (30) calendar days of receiving notice from any source of a conviction for any alcohol or
 - 2 other drug statute violation occurring in the workplace, the Director of Schools shall either (1) take
 - 3 appropriated personnel action against the employee, up to and including termination of employment or
 - 4 referral for prosecution; or (2) require the employee to participate satisfactorily in an alcohol/drug
 - 5 abuse assistance or rehabilitation program approved for such purposes by a state or local health
 - 6 agency, law enforcement agency or other appropriate agency.
-
- 7 A listing of alcohol/drug counseling, rehabilitation and reentry programs is available from each school
 - 8 principal, counselor or nurse and from the state or central office.

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: Click here to enter a date.
		Rescinds: 1.805	Issued: 12/12/19

1 Electronic mail capability among board members and district staff exists for the purpose of enhancing
2 communication to better perform tasks associated with their positions and assignments. Therefore, all
3 staff and board members who have access to the district network shall adhere to the following guidelines
4 when sending or receiving messages via system wide-electronic mail (e-mail):

5 1. Because all computer hardware and software belong to the Board, all data including e-mail
6 communications stored or transmitted on school system computers shall be monitored.
7 Employees/board members have no right to privacy with regard to such data. Confidentiality of
8 e- mail communication cannot be assured. E-mail correspondence may be a public record under
9 the public records law and may be subject to public inspection.¹

10 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to
11 circumvent requirements of the Open Meetings Act.²

12 3. Staff/board members will be asked to sign an application for terms and conditions for Use of the
13 Internet. Staff/board members shall not reveal their passwords to others in the network or to
14 anyone outside of it. All Staff/Board Members will utilize the jmcss.org email to provide extra
15 security and protection for the district's informational system. If anyone has reason to believe
16 that a password has been lost or stolen or that e-mail has been accessed by someone without
17 authorization, s/he shall contact the technology coordinator immediately.

18 4. It is the responsibility of the sender not to violate copyright laws.

19 5. Messages shall not be sent that contain material that may be defined by a reasonable person as
20 obscene or that are racist, sexist or promote illegal or unethical activity.

21 Any usage contrary to the above shall be reported immediately to the director of schools and may result
22 in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary
23 action may be taken.

Legal References

- 1. TCA 10-7-512
- 2. TCA 8-44-102

Cross References

Use of the Internet 4.406

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: <h2 style="text-align: center;">Advertising and Distribution of Materials in the Schools</h2>	Descriptor Code: 1.806	Issued Date:
		Rescinds: 1.806	Issued: 06/11/15

- 1 No part of the school system, including the facilities, the name, the staff, and the students, shall be
- 2 used for advertising or promoting the interests of any commercial, political, or other non-school
- 3 agency or organization except that:

- 4 1. The school may cooperate in furthering the work of any non-profit, community-wide social
- 5 service agency provided that such cooperation does not restrict or impair the educational
- 6 programs of the schools;

- 7 2. The school may participate in radio or television programs under acceptable commercial
- 8 sponsorship when such programs are educationally beneficial;

- 9 3. Community, educational, charitable, recreational, and other similar civic groups may advertise
- 10 an event pertinent to students' interests or involvement. Such advertisement, including the
- 11 distribution of materials, shall be subject to any guidelines related to time, place, and manner
- 12 established by the principal;

- 13 4. The principal shall screen all materials prior to distribution to ensure their appropriateness. The
- 14 principal may prohibit materials that:

- 15 a. Would likely cause substantial disruption of the operation of the school;
- 16 b. Violate the rights of others;
- 17 c. Are obscene, lewd, or sexually explicit; or
- 18 d. Cause students to reasonably believe to be sponsored or endorsed by the school;

- 19 5. The school may, upon approval of the Director of Schools, cooperate with any governmental
- 20 agency in promoting activities which advance the education or other best interests of the students;

- 21 6. Political literature shall not be distributed through the school to students, nor sent home to
- 22 parents, nor placed in teachers' mail boxes, lounges, or on school premises;

- 23 7. Political signs for people who are running for public office shall not be allowed on school
- 24 property except those being held by poll workers on election day or those being used for
- 25 educational purposes relative to the electoral process;¹

- 26 8. School publications may accept and publish paid advertising under procedures established by the
- 27 Director of Schools; and

- 1 9. A teacher may display campaign banners, signs, or other items of campaign or political
2 advertising at school when the display or use of the item is for educational purposes relative to
3 the electoral process.¹

Legal References

1. TCA 2-19-206(d)

Cross References

- Board-Community Relations 1.500
- Vendor Relations 2.809
- Staff Gifts and Solicitations 5.605
- Political Activities 5.606
- Student Publications 6.704

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Use of School Name	Descriptor Code: 1.807	Issued Date:
		Rescinds: 1.807	Issued: 11/08/18

- 1 No school or community organization, employee, student, or other person may use the name of the
- 2 school system or an individual school in any promotional manner or for personal benefit without prior
- 3 approval of the Board.
- 4

Cross References

Board-Community Relations 1.500

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Registered Sex Offenders/ Predator	Descriptor Code: 1.808	Issued Date: Click here to enter a date.
		Rescinds: 1.808	Issued: 03/10/11

1 Individuals registered as sex offenders/predator in Tennessee or any other state are prohibited from the
2 premises of any school in this district, except for the limited circumstances stated in this policy.¹

3 **EMPLOYMENT**

4 An individual listed by the state of Tennessee or any other state as a registered sex offender/predator is
5 ineligible for employment within the school district.

6 **PRESENCE ON SCHOOL PROPERTY**

7 No registered sex offender/predator, other than a student enrolled in the school in question, shall come
8 on, about, or within 1,000 feet of a local school's property line, except as provided below.² If any
9 employee of the school district becomes aware of any registered sex offender's/predator's presence on
10 school property, he/she shall immediately inform the principal, who shall direct the individual to leave
11 the premises immediately. The principal shall request assistance from local law enforcement authorities
12 if offender resists the principal's directives. If the registered sex offender/predator repeats this restriction
13 of coming onto school property, the principal may confer with the director of schools to take appropriate
14 legal action.

15 Neither this policy nor state law impose any duty upon a principal or any other employee of the local
16 school district to review the sex offender registry for individuals who may come upon the property.

17 **PARENTS WHO ARE REGISTERED SEX OFFENDERS**

18 A parent or legal guardian of a child who is enrolled in the school may attend a conference with school
19 officials with the written permission of the school's principal.

20 An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking
21 up a child or children enrolled in the school.

22 Principals shall speak with the parent/legal guardian upon learning of their status as a sex
23 offender/predator to communicate the restrictions of this policy and to establish open dialogue with the
24 parent/legal guardian, as much as is possible or reasonable. The principal shall take all appropriate
25 measures to protect the privacy of the sex offender's/predator's child.

Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date: 04/14/16
		Rescinds: 1.704	Issued: 04/14/16

1 The Jackson-Madison County Board of Education shall ensure that only high-quality charter schools
2 are authorized to operate within the district, and adhere to the State Board of Education's quality
3 charter authorizing standards.¹ To accomplish this, the Board shall adopt the following authorizing
4 principles that require charter schools to maintain high standards, while upholding school autonomy
5 and protecting student and public interests.¹

6 **MAINTAINING HIGH STANDARDS**

7 Charter schools shall be held accountable for meeting the performance standards and targets set forth
8 in their charter agreement. The Board shall close any charter school that fails to meet the standards and
9 targets established in the charter agreement or set by state law.²

10 **UPHOLDING SCHOOL AUTONOMY**

11 Charter school governing boards shall be independent of the Board and have the authority to make
12 instructional programming, financial, personnel, school culture, and scheduling decisions.

13 The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis
14 or compelling reason to do so.

15 **PROTECTING STUDENT AND PUBLIC INTERESTS**

16 The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices,
17 and decisions of any charter school. The Board shall hold charter school governing boards accountable
18 for being fiscally responsible and transparent.

19 Charter schools are part of the public education program and shall adhere to non-selective,
20 nondiscriminatory practices and ensure the fair treatment of all students. They shall provide
21 appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school
22 governing boards shall ensure fiscal responsibility and transparency.

Legal References

1. TCA 49-13-108(f); State Board of Education Policy 6.111; TRR/MS 0520-14-01-.01
2. TCA 49-13-111, TCA 49-13-120, TCA 49-13-122
3. TCA 49-13-111

Jackson-Madison Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds: 1.704	Issued: 04/14/16

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 include the information required by state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
8 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
9 begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
13 law for the formation of a charter school, and the proposed charter school will be able to implement a
14 viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be composed of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
- 10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 APPROVAL/DENIAL OF APPLICATION⁴

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) days of receipt of the completed application, or the application shall be deemed approved
15 by law. The Director of Schools shall report the action taken by the Board to the Department of
16 Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.³

21 The Board will receive an annual authorizer fee **per school** of three percent (3%) of the annual per
22 student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to statute and the charter school agreement.

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal laws. Services agreed to be
28 provided to the charter school by the Board shall be provided at **board** actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁶ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁷

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to
34 submit an amended application to correct the deficiencies. The Board shall have sixty (60) days either
35 to deny or to approve the amended application, or the application shall be deemed approved by law.⁴

- 1 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-110
7. TCA 49-13-122

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Agreements	Descriptor Code: 1.902	Issued Date:
		Rescinds: 1.704	Issued: 04/14/16

1 Charter agreements shall articulate the rights and responsibilities of each party regarding school
2 autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure,
3 performance consequences, and other material terms. These agreements shall be separate from the
4 application and contain terms and performance standards under which the school shall operate.¹

5 All charter agreements shall:¹

- 6 1. Clearly state the rights and responsibilities of the school and the authorizer;
- 7
- 8 2. **Contain all material components of the approved application as required by law;**
- 9
- 10 3. State and respect the autonomies to which schools are entitled (e.g. programming, staffing,
11 budgeting, and scheduling);
- 12
- 13 4. Define performance standards, criteria, and conditions for renewal, intervention, revocation,
14 and non-renewal;
- 15
- 16 5. State when the authorizer fee will be collected;
- 17
- 18 6. Establish the consequences for meeting or not meeting standards;
- 19
- 20 7. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
- 21
- 22 8. State reasonable pre-opening requirements or conditions for new schools to ensure that they
23 meet all health, safety, and other legal requirements prior to opening;
- 24
- 25 9. State the responsibility and commitment of the school to adhere to essential public education
26 obligations, including admitting and serving all eligible students so long as space is available,
27 and not expelling or counseling out students except pursuant to a legal discipline policy
28 approved by the Board; and
- 29
- 30 10. State the responsibilities of the school and the authorizer in the event of school closures.

Legal References

1. TCA 49-13-110; State Board of Education Policy 6.111

Jackson-Madison Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: Click here to enter a date.
		Rescinds: 1.704	Issued: 04/14/16

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
3 standards and targets set forth in the charter school agreement.¹ The Board shall create a
4 comprehensive performance, accountability, and compliance monitoring system based on the charter
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
6 system shall address academic, financial, and organizational performance standards as outlined in the
7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions.

9 The Board shall communicate with the charter schools in its portfolio as needed, including both the
10 charter school leader and governing board, and provide timely notice of any material charter school
11 agreement violations and performance deficiencies.

12 The Board shall articulate and enforce stated consequences for failing to meet performance
13 expectations or compliance requirements.

14 **SITE VISITS**

15 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
16 other qualitative information that cannot be obtained otherwise. The Director of Schools shall develop
17 a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site
18 visit, including review of the documents and data, classroom observations, and interviews. These visits
19 shall minimize operational interference.

20 The Board shall provide the charter school with a report that summarizes the charter school's
21 performance. The report shall provide an analysis of relevant data and include general
22 recommendations, if applicable.²

23 **CHARTER SCHOOL REPORTING**

24 Charter schools shall provide the information required by the charter school agreement and state law to
25 the Board. The Director of Schools shall develop a reporting calendar that defines and communicates
26 the process, methods, and timing of gathering and reporting data to the Board.²

27 By September 1st, the governing body of an approved charter school shall make a written report to the
28 Board.³ The annual report shall include:

- 1 1. A report on the progress of the charter school in achieving the goals outlined in the charter
2 school agreement;
- 3
- 4 2. A financial statement disclosing the financial health of the charter school, including the costs of
5 the administration, instruction, and other spending categories of the charter school; and
6
- 7 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
8 school, other than the funds received per state law.⁴

9 This reporting requirement shall begin in the year after the year in which the charter school begins
10 operation.

11 Multiple charter schools overseen by a single governing board shall report their performance as
12 separate, individual charter schools. Each charter school shall be independently accountable for its
13 performance.

14 Each charter school governing body shall submit an annual audit of all accounts and records, to include
15 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

16 **AUTHORIZER REPORTING AND REVIEW**

17 By December 1st, the Board shall report to the Department of Education detailing the authorizer fees
18 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
19 January 1st, the Board shall submit an annual authorizer report to the Department of Education and the
20 State Board of Education.⁷ The Director of Schools shall prepare the reports and provide the
21 information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. State Board of Education Policy 6.500
3. TCA 49-13-120(a), (b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f)
7. TCA 49-13-120(d)

Jackson-Madison Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date:
		Rescinds: 1.704	Issued: 04/14/16

1 *General*¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in charter school operations, the Director of
4 Schools/designee shall communicate the problem to the charter school. Any intervention shall be
5 proportionate to the identified problem and adhere to the provisions of the charter agreement.

6 **INTERVENTION**¹

7 The Director of Schools/designee shall give the charter school timely notice of any charter agreement
8 violations or performance deficiencies requiring intervention. Notices shall state the:

- 9 1. Deficiency;
- 10 11 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
- 12 13 3. Expected remedy; and
- 14 15 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
16 plan to be submitted.

17 The Director of Schools shall provide charter schools with reasonable time and opportunity to remedy
18 the deficiency or to submit a corrective action plan.

19 **REMEDIES**¹

20 Charter schools shall be responsible for notifying the Board:

- 21 1. When a deficiency has been remedied;
- 22 23 2. If the charter school requires an extension of time to remedy a deficiency; or
- 24 25 3. If the charter school requests a modification to its corrective action plan.

Legal References

1. State Board of Education Policy 6.111

Jackson-Madison Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date:
		Rescinds: 1.704	Issued: 04/14/16

1 CUMULATIVE PERFORMANCE REPORT

2 Three (3) months prior to the date on which a charter school is required to submit a renewal
3 application, the Director of Schools/designee shall submit a performance report to the charter school.¹

4 APPLICATION AND EVALUATION

5 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
6 governing body of a charter school shall submit a renewal application to the Board.¹

7 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
8 that submits a charter school renewal application.¹

9 The Board will make renewal decisions by February 1st in the year the charter school agreement
10 expires.

11 RENEWAL CRITERIA

12 The Board shall make its renewal decision based on the renewal application, annual progress reports,
13 and renewal performance report.

Legal References

1. TCA 49-13-120; State Board of Education Policy 6.111; TCA 49-13-121; Public Acts of 2019, Chapter No. 219

Jackson-Madison Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date:
		Rescinds: 1.704	Issued: 04/14/16

1 *General*

2 The Board shall revoke a charter school agreement if the charter school:¹

- 3 1. Failed to meet the minimum performance requirements set forth in the charter school
4 agreement;
- 5 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
6 the charter school agreement;
- 7 3. Failed to meet generally accepted standards of fiscal management; or
- 8 4. Performed any of the acts that are conditions for non-approval of charter schools under state
9 law.
10
11
12

13 **NOTICE**

14 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the
15 charter school agreement **and the reasons for the possible revocation** in writing at least thirty (30) days
16 prior to the revocation.²

17 Within ten (10) days of the Board's **adoption of a resolution voting** to renew, not renew, or revoke a
18 charter school agreement, the Director of Schools/designee shall report the Board's decision to the
19 Department of Education. The Director of Schools/designee shall also provide a copy of the Board's
20 resolution setting forth the decision and the reasons for the decisions.³

21 **REVOCATION DUE TO PRIORITY STATUS**

22 The Board may revoke a charter school agreement if the charter school is identified as a priority school
23 under state law. Revocation shall take effect immediately following the close of the school year in
24 which the charter school is identified as a priority school.⁴

25 The Board shall revoke a charter school agreement if the charter school is identified as a priority
26 school for two consecutive cycles (**beginning in 2017**). Revocation shall occur immediately after the
27 close of the school year in which the charter school is identified as a priority school for the second
28 consecutive cycle.

1 PROCEDURES FOR CLOSURE

- 2 The Director of Schools shall develop administrative procedures regarding charter school closures
- 3 prior to the Board denying renewal or revoking a charter school agreement.⁵

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(c)
3. TCA 49-13-122(e)
4. TCA 49-13-122(a); Public Acts of 2019, Chapter No. 205; State Board of Education Policy 6.110
5. TCA 49-13-130

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date:
		Rescinds: 1.8011	Issued: 06/20/19

1 *General*

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

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

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

10 **EMPLOYEE RESPONSIBILITIES**

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

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

Legal References

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

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Extended Programs	Descriptor Code: 1.8012	Issued Date:
		Rescinds: 1.8012	Issued: 12/13/18

1 The Board authorizes the establishment and operation of extended school day/year programs in any of
2 its schools to be conducted before and after the regular school day and during summer months and
3 other times when school is not in session. Emphasis shall be placed upon extended education services
4 for students even though fees are collected for school-age childcare. No Basic Education Program
5 (BEP) funds nor any required local matching funds may be used to support childcare provisions of the
6 program.¹

7 The Board shall annually determine fees to be charged for attending the program, taking into
8 consideration such factors as family income, number of students to participate in the program, and the
9 amount of services provided.

10 **OBJECTIVES**

11 *Program Objectives*

- 12 1. To provide an enriching and flexible curriculum.
- 13
- 14 2. To provide for the safety and health of students.
- 15
- 16 3. To effectively use school facilities.

17 *Educational Objectives*

- 18 1. More guidance and increased learning time.
- 19
- 20 2. Quality homework time.
- 21
- 22 3. Quantitative data information.

23 **ELIGIBILITY**

24 The only requirement for eligibility is that the student must be enrolled in the school system.

25 **OPERATION**

26 The extended school day program shall operate on the regularly scheduled school days as follows:

- 27 Before school - 6:00 a.m. - 7:45 a.m.
- 28 After school - 2:30 p.m. - 6:00 p.m.
- 29 Any full day session - 6:00 a.m. - 6:00 p.m.

1 Students may enroll in one or both of the sessions, depending on family needs. The program shall
2 operate daily on a year-round basis including snow days, teacher in-service days, and during the
3 summer. All centers will be closed for the following holidays:

- 4 Thanksgiving Day
- 5 Christmas Eve
- 6 Christmas Day
- 7 New Year's Eve
- 8 New Year's Day

9 **USE OF FACILITIES**

- 10 Common areas in each school will be used by the program including the gymnasium, cafeteria, library,
11 and hallways. The principal shall be responsible for assigning locations for use and alternate locations
12 when designated areas are needed for regular school programs.
- 13 Instructional equipment shall be made available for the program with approval by the principal.

Legal References

- 1. TCA 49-2-203(b)(11); TRR/MS 0520-12-01-.15

Cross References

- Extended Contracts 5.112

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Non-Discrimination	Descriptor Code: 1.8021	Issued Date: 12/12/19
		Rescinds: 1.8021	Issued: 12/08/11

1 The School District of Jackson-Madison County does not discriminate on the basis of race, color,
2 national origin, gender, disability, or age in the provision of educational opportunities or employment
3 opportunities and benefits. The School District of Jackson-Madison County does not discriminate on
4 the basis of gender or disability in the educational programs and activities that it operates, pursuant to
5 the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation
6 Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both
7 employments by and admission to The School District of Jackson-Madison County. Inquiries concerning
8 Title IX, Section 504, or the Americans with Disabilities Act should also be directed to the Leader of
9 Student Support Services. Charges of violations of this policy should also be directed to the Employee
10 Relations Coordinator. Complaints/inquiries regarding compliance with these regulations may be
11 submitted in writing to:

12 **DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION**

13 **LA POLITIE OU NODISCRIMINATION**

14 **Employee Related Equity Issues**
15 **Employee Relations Coordinator**
16 **Jackson-Madison County School System**
17 **310 North Parkway Jackson, TN 38305**
18 **731-431-1085**

19
20 **Student Related Equity Issues**
21 **Leader of Student Support Services**
22 **Jackson-Madison County School System**
23 **310 North Parkway Jackson, TN 38305**
24 **731-664-2534**

1

Please Post In Multiple Accessible Places

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: FFCRA LEAVE	Descriptor Code: 5.3051	Issued Date: Click here to enter a date.
		Rescinds: 5.3051	Issued: 10/15/20

1 *General*¹

2 **Under the Families First Coronavirus Response Act (FFCRA), This Families First Coronavirus Response**
3 **Act (FFCRA) policy will be in effect from April 1, 2020 until June 30, 2021 from April 1, 2020 until**
4 **December 31, 2020 and will expire after December 31, 2020** unless the FFCRA is extended by law.

5 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary
6 administrative procedures. Employees should seek clarification from the Employee Relations
7 Coordinator in the Human Capital Department if they have questions regarding the total amount of leave
8 and pay available to them.

9 **PAID SICK LEAVE**

10 Full time employees are entitled to up to eighty (80) hours of paid sick leave and part-time employees
11 are entitled to a number of hours equal to the number of hours that such employee works, on average,
12 over a two (2) week period pursuant to the rate caps set forth in the Emergency Paid Sick Leave Act
13 (EPSLA) if they are unable to work or telework because the employee:²

- 14 1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- 15
- 16 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 17
- 18 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 19
- 20 4. is caring for an individual subject to a federal, state, or local quarantine or isolation order
21 related to COVID-19 or who has been advised to quarantine or isolate by a health care provider
22 due to COVID-19. The individual cared for must be someone with a personal relationship to
23 the employee such that the individual has an expectation that the employee will provide care;
- 24
- 25 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
26 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
27 suitable person is available to care for the child during the requested period of leave. Son or
28 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
29 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
30 who is incapable of self-care because of a mental or physical disability; or
- 31
- 32 6. is experiencing any other substantially similar condition specified by the Secretary of Health
33 and Human Services, in consultation with the Secretaries of Labor and Treasury.

1 This paid leave may be taken if there is work available for the employee to complete and the employee
 2 is unable to work or telework for one of the above reasons. Leave may be taken intermittently for reason
 3 number 5 above. Such leave is in addition to any paid leave that an employee may already be entitled to
 4 (e.g., existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to
 5 utilize this new category of paid sick leave. However, an employee may substitute accrued paid leave
 6 for any unpaid time under this policy. Use of accrued paid leave shall run concurrently with and be
 7 counted toward the employee's total period of FMLA leave.

8 **EMERGENCY FMLA EXPANSION ACT LEAVE (EFMLEA)**

9 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the
 10 beginning of the leave are eligible for EFMLEA leave. This includes employees who were laid off or
 11 terminated after March 1, 2020, who had worked for the district for at least thirty (30) of the prior sixty
 12 (60) calendar days and were subsequently rehired or otherwise employed by the district.³

13 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or
 14 telework due to the need to care for his/her son or daughter because of a school or child care facility
 15 closure or because the person who regularly provides child care (i.e., this could include a family member
 16 or a neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter
 17 is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing
 18 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care
 19 because of a mental or physical disability.

20 Qualifying employees may take up to twelve (12) weeks of EFMLEA leave.⁵ Employees may also take
 21 leave intermittently. The amount of leave available may be reduced by any prior use of FMLA.⁶

22 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take
 23 any existing leave benefit during this time, or seek payment through the EPSLA. After ten (10) days,
 24 EFMLEA leave is paid at two-thirds (2/3) the rate of the employee's regular rate of pay, pursuant to the
 25 rate caps set forth in the FFCRA.

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq. (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70

Cross References

Sick Leave 5.302
 Family and Medical Leave 5.305