Board of Education Meeting
July 27, 2023 6:00 PM
Central Services Board Room

1. Call to Order - Ms. Teresa Boston
2. Moment of Silence/Pledge of Allegiance - Ms. Teresa Boston
3. Welcome to Visitors - Ms. Teresa Boston
4. Special Recognition - Ms. Teresa Boston
5. Roll Call
6. Declaration of Conflict - Mr. Earl Patton
7. *Approval of June Minutes
8. *Approval of Agenda
9. Acknowledgement of Elected Officials
10. Community Comments
11. School Board Reports
11.A. TLN Report - Ms. Shannon Stout
12. Board Member(s) Report from Training(s)
13. Legal Report - Mr. Earl Patton
14. Director's Report - Mr. William Stepp
14.A. *Canopy for Transportation Department Gas Pumps
14.B. *Approval of District Testing Coordinator
14.C. *Approval of Disciplinary Hearing Authority Board
14.D. *Water Rates Agreement with Uplands Village/West Cumberland UD
14.E. Annual Planning Calendar
14.F. FYI
14.F.1. Attendance Report
14.F.2. Personnel Report
14.F.3. School Calendar of Events
15. School Board Committees
15.A. Policy Committee - Ms. Rebecca Hamby
15.A.1. *Approval of First and Final Reading of Policies
15.A.2. *Policies for Deletion
15.B. Athletic Committee - Mr. Nick Davis
15.C. Budget Committee Meeting - Ms. Teresa Boston
15.D. Building and Grounds Committee - Mr. Robert Safdie
15.E. Safety Committee - Ms. Rebecca Hamby
15.F. Contract Committee - Ms. Teresa Boston
16. Chief Financial Officer's Report
16.A. Monthly Financial Report
16.B. Monthly Sales Tax Report
16.C. *142 Budget Amendments
17. *Consent Agenda
17.A. *Review Only Policies
17.B. *Approval of Overnight and Out of State Field Trips
17.C. *Approval of Contracts
17.D. *Approval of Grants
17.E. *School Wide Fundraisers
17.F. *Approval of Disposal of Surplus Property
17.G. *Executive Approval
18. Old Business
19. Questions from Media
20. Adjournment

(*) Indicates Board Approval Required

Board of Education
June 22, 2023 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Thursday, June 22, 2023 in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

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

Others in Attendance:

Dr. Rebecca Farley
Earl Patton, Attorney
Moira "Mo" Charnot, Media

Electronoc Attendance - Zoom

William Steppp, Director of Schools

1. Call to Order- Ms. Teresa Boston (See above)

2. Moment of Silence/Pledge of Allegiance- Ms. Teresa Boston - Boston led the board members in a Moment of Silence. After a moment of silence, Farley led the audience in the Pledge of Allegiance.

3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, I would like to welcome everyone here tonight. We appreciate you and your umbrellas coming out to join us. We do appreciate that. Also Mr. Stepp is out of the country. Dr. Becky Farley will be sitting in his place and acting as Director of Schools. Farley replied, he's will be zooming. Boston continued, he will be zooming. So Mr. Stepp is here.

4. Special Recognition
   -Officer Scott VanRuden
   SRO of the Year - Ms. Teresa Boston - Boston advised, next item on our agenda is the Special Recognition. Officer Scott VanRuben is the SRO of the year and Mr. Bo Magnuson will be presenting that certification. Magnusson advised, we just returned from the Tennessee School Resource Officers Association Conference that we go to every year. It's a week-long training that we all go to and I can't tell you how honored I was to be there this year. There were 630 plus officers there. That number grows every year, but the fact that it's growing tells you that there are still schools out there in some communities that don't have SROs. It's just shocking. What a blessing it is to us, of course, here in Cumberland County in the City of Crossville that our leaders, County Commissions, City Council, Chief of Police, Sheriffs and everybody understands the value of SROs in our schools. So we are very blessed and we thank everybody that's involved in making those decisions, but I've said it once, I've said it a thousand times. As educators there's nothing more important that we can do than to build relationships with our kids and the SROs are no different. The relationships that they build equal opportunities for kids to share with them. Opportunities for kids to work for them, the same as educators. So I was honored to be there. The most important part of this that I want you to understand that Officer Scott VanRuben's nomination came from students. That tells you about the relationships that he has with them and I wanted to share with you. Just a few of those statements that came from these students. Goes above and beyond to secure the safety of our school. Cares for each and every one of the students. These are the kids words. He calls us his kids. He's full of light, never dark. Brave and caring. Always there when we need him. Has been instrumental in my success. Is a mentor, counselor, teacher and friend and most importantly, in my opinion, makes it a priority to build personal relationships with his students. SRO Scott VanRuben.

5. Roll Call (See Above)

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

7. *Approval of Board Minutes (See Exhibit #1) Boston advised, next on the agenda is the approval of the board of minutes. We've got May 25th BOE minutes and May 30th Special Call. Hamby advised, I'll make a motion that we approve both the May 25th and May 31st minutes. King advised, second. Boston advised, so we have a first and second to approve both sets of minutes, May 25th and May 31st. Any discussion? No one responded. A Voice Vote was taken.

   Motion to approve both the May 25th and May 31st minutes.

   VOICE VOTE: (mover-yes) Hamby

   (seconder-yes) King

   Yes: 9, No: 0

   MOTION: **Motion Carried**

8. *Approval of Agenda (See Exhibit #2) Boston advised, next on the agenda is the approval of the agenda. Hale advised, move to approve the agenda. Hamby advised, second. Boston advised, we have a first and a second for the approval of the agenda. Any discussion? No one responded. A Voice Vote was taken.

   Motion to approve the agenda as presented.

   VOICE VOTE: (mover-yes) Hale

   (seconder-yes) Hamby

   Yes: 9, No: 0

   MOTION: **Motion Carried**

9. Acknowledgement of Elected Officials - Boston advised, Mr. Lowe, Mrs. Mall, thank you so much for being here. We appreciate the commission taking time, their personal time to come to our meetings and have some interest in our school district and we do appreciate that. Although they're not elected officials, I would like to welcome Chief Jesse Brooks and Deputy Chief Chris Kendrick. Thank you for being here tonight. We appreciate what you do with the SROs and what you do for our district.

10. Community Comments - Boston advised, there are no Community Comments.

11. School Board Reports - Boston continued, next on the agenda is our School Board Reports. First is the TLN Report, Mrs. Stout.

    11.A. TLN Report - Ms. Shannon Stout - Stout advised, I will be short and sweet tonight. So just a couple of things, most of the bills that have passed have now been signed into law. So the trickle-down effect of that is we are starting to see all the changes that need to be made to our policies. So Policy Committee had a really big meeting this last week and Mrs. Hamby will get into the information on that, but we're seeing some of them today in the meeting and then we'll see some more in July that are a direct result of the the bills that were passed and have been signed into law. As it stands right now, they're still looking at having the Special Safety Session 8/21 and then last I had a follow-up from last board meeting. Mrs. Hale had asked about the homeschool having the opportunity to be involved and Mr. Stepp thought that there might have been something with current legislation. So I went back and did a little research on that and there's a public chapter that's out there, but it does not address it. It's more of a students that are re-enrolling in school and addresses how they're to be allowed into the different activities. So there really isn't any kind of legislation or public chapters that address homeschool being allowed to be involved in the school activities. TSSAA and TMSAA have homeschool student participation requirements, but what I was able to find out is that having the homeschool students involved in other activities it's up to the board's discretion. So if that's something that we want to as a board, to look at and consider in the future. That's something that we can do. All right, that's my report.

12. Board Member(s) Report from Training(s) - Boston advised next on the agenda is board members report from any trainees that we may have may not have. Hamby advised, Mrs. Boston I'd like to bring up. We just had a good training this evening on the BOE Connect. Mrs. Jenna got out of here before I could mention her in this meeting, but I do want her to know that we appreciate all the help she has been. Nicholas advised, very helpful. Hamby continued, so that was all I had on that training. Boston

advised, as long as Tabitha and Mrs. Diane have it down, we are good. Stout advised, I was able to take part in the Board Policy and Operations class on the 9th of this month.

13. Legal Report - Mr. Earl Patton - Boston advised, next on the agenda is our Legal Report. Patton advised, there's no new litigation and there's really no meaningful updates on the couple of cases the board is in. So I'll have some things to add as the meeting progresses. That's it for the Legal Report.

14. *FCC Radio Repeater-Kim Bray - Boston advised, next on the agenda is the FCC Radio Repeater. Mrs. Bray, if you would be so kind. Bray advised, I guess about probably a month ago the road superintendent approached Mr. Stepp and I about utilizing a channel that the bus garage has, has not been used. We've never used it. We have two channels. We only use one of them. Because they were looking to upgrade their radios and I looked around. The frequencies belong to the county. They're just assigned to different departments and I did some research. There's no problem with doing this. I mean it's a very nominal fee we paid $275 dollars every 10 years. So it's not really a huge expense. It's going unused. There's no point in letting that happen, so with your blessing we just like to give it to the road department. Hamby advised, I make a motion we approve that. Nichols advised, I'll second that. Boston advised, thank you. Is there any; we've not used it and we've had it how long? Bray replied, never. Years, I can't even tell you how long it's been there. I've got an invoice here that's back to 2011 and we had it. It's just never been utilized. It was supposed to be for our mechanics, but the mechanics are in the same building with everybody. So there's just no reason to even have it. Boston asked, is there any further discussion, questions? Hale asked, so it's not used for emergencies or any or any such thing? Bray replied, we have one line of communication between the facility, the garage and all the drivers and that's the only channel that any of them utilize and the base station is there. Safdie advised, I've got a question. So $27 a year, correct? Bray replied, yes. Safdie continued, and when we turn that over will we continue supporting the county by paying for that? Bray replied, I think we can handle it. Boston advised, so we have a first and a second. Any further discussion? No one responded. A Voice Vote was taken. Bray replied, I will let the road superintendent know.

    Motion to approve as presented.

    VOICE VOTE: (mover-yes) Hamby

    (seconder-yes) Nichols

    Yes: 9, No: 0

    MOTION: **Motion Carried**

15. Board of Education Self-Evaluation - Boston advised, next on the agenda is the Board of Education Self Evaluation. This is something we do every year. Normally in May and this May there was just a whole lot going on and so I I think the board would benefit from doing this. Normally the way it's done is Earl emails us the questionnaire. We use the questionnaire from TSBA. Is that the one we use? Patton replied, yes ma'am. Boston continued, that's what I thought . We answer it. It is a self-evaluation. We send it back to Earl and Earl does the report to us. It's completely anonymous, except to Earl. I'll accept a motion to go ahead and proceed with this. Hamby advised, I'll make a motion. Nichols advised, I'll second it. Boston replied, so we have a first and second. Any discussion? Stout advised, I just had a question. When the board's done these previously, once we get the results back what's the normal process and whats done with it? Boston replied, we take the information that each board member has submitted and if there is anything that we think we can make improvements on, if we think that there is something that we need to do as individual board members, then that's what we do. There's never been

anything, I mean we've never had any. Stout replied, no meeting or retreat or something where we can get together and look at what came out of successes? What came out as challenges and what we want to do to make adjustments moving forward? Boston replied, not in my 7 years. Stout asked, so that's not a normal practice? Boston replied, like I said not in my 7 years. Stout continued, so with that in mind when I was looking at the TSBA review. I guess there's a couple different options that's available to us. There's one where we always do our own self-review and then Earl can tabulate it and get it back to us and it's just left to us, but then there's also the option that we can work with TSBA on that. Where we do the self review and they pull together the results and then they work with us in a work session kind of thing. Where we can get together and look at the areas that we're doing well in. In the areas there are challenges for us and what we might be able to do to address those things in order to become more efficient and effective. Nichols advised, to build us stronger. Stout continued, so I was going to just bring that up to the board. Its' $1,500 fee, but if it's something that would help us move forward in a productive manner. That might be something that would be good for us to consider. Nichols advised, or we just do it, get the results back from Earl and then we have a retreat and go over our own results and. Boston replied, well I think as elected officials, I think were perfectly capable of determining what our strengths are. What our weaknesses are and making suggestions of what we would need to do from there. That would be my my suggestion. Nichols advised, we can do it in a retreat. Stout advised, as long as there's a commitment to do something with that information. I guess is where I'm going. If we are going to take the time to do it. Yeah it'd be good for us to get together afterwards and look through the results and then determine what we might be able to do from there. Hamby advised, we have a motion and a second on the floor. Boston advised, we have a motion and a second. Hamby continued, that needs to be taken care of before anything else. Boston asked, any other discussion? Safdie asked, what's the issue? Boston replied, I think once we get the results back, then we determine where we go next. Safdie replied, that's okay with me. I think it's a good idea to do a retreat. So lets wait. Boston replied, Earl kind of goes over everything with us this way and these are our opinions of ourselves. This is not an opinion of. Nichols advised, not of our peers, its of ourselves. Stout replied, hold ourselves accountable for our constituents that have voted us into this position. Boston asked, any further discussion? No one responded. A Voice Vote was taken. Boston asked, Mr. Patton will you? Patton replied, I will work on that.

Motion to proceed with the Self Evaluation.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Nichols

Yes: 9, No: 0

MOTION: **Motion Carried**

16. Director of Schools Evaluation by Board - Boston advised, next is the Director of Schools Evaluation by the board. That is done essentially the same way. Earl sends the TSBA Director of School's Evaluation out individually to all board members. The board members answer them, send them back and Earl gives the report and then from that report in years past, I can't tell you what we're going to do this year, but in years past the Director takes those results. He knows his strengths, he knows his weaknesses and he develops his own improvement plan or his own go me. I'll entertain motion. Hamby advised, I'll make a motion. Hale advised, second. Boston advised, I have a motion and a second for the Director of Schools. Any discussion? Safdie advised, I really like the way Earl presented the material last year. I have no objections, but I just want to say thank you for that work. Patton replied, you're welcome. Boston replied, he does a very good job at presenting the results. Any further discussion? No

one responded. A Voice Vote was taken.

Motion to approve as presented.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Hale

Yes: 9, No: 0

MOTION: **Motion Carried**

17. *Property Transfer from County to BOE (See Exhibit #3) Boston advised, next on the agenda is the property transfer from the County to the BOE. Patton advised, yeah and let me explain this. The only thing that I'm anticipating the board will do tonight. This involves a transfer of the old armory property that's behind, over this way. Had been leased a while back by the Crossville Housing Authority. Mr. Lowe, I understand has talked with some county officials and I think the board probably owes him some thanks for getting this deal negotiated. The county is willing to give that property to the Board of Education. I have prepared a deed for that property that the County Mayor will sign, eventually. The issue as I understand there have been a few emails that have crossed my desk over the last couple of days, apparently the Department of Housing and Urban Development has a lien against the property for some services that they have provided to the Housing Authority in the past. My understanding is they have to apply to have that released. I don't anticipate any problems with that, but the Mayor can't sign the deed until that's cleared up and they have suggested that we not make any major modifications to the property until they have that cleared up, but what the board can do tonight is accept the transfer of the property from the County. There's a statute that specifically deals with the transfer of property between governmental entities and one of the steps is that the board has to accept the gift, so to speak. So I think the board can accept the transfer of the property from the County to the Board of Education and I think that's what this board can do. Boston advised, I'll make a motion that we accept. Hamby advised, second. Boston continued, any discussion on this? Davis asked, what's the dollar value of the lien? Patton replied, we don't have that information and I don't know that it has a dollar amount, Mr. Davis. That has not been disclosed. It is my understanding is that the property is listed as an asset of the Crossville Housing Authority. Just for the value of services it has provided to the Housing Authority in the past. So I think they just have to apply to have that and lien may not even be the right term, because I know normally when you speak about a lien we're talking about a specific dollar amount, but I don't think that's the case with this. I think they just have an interest in it on the basis of the fact that they have provided funds to the Housing Authority in the past. Davis asked, you're confident that liability will not be transferred to us during us obtaining this piece of property? Patton replied, yes I am. Davis continued, okay so the title search would not be required? Boston replied, oh, I'm comfortable that they have already; that's how they found it, I'm sure they'll look. Patton replied, correct, exactly. I don't anticipate that'll be a necessity. Davis advised, you know the saying if it's too good to be true it probably is, but nonetheless as long as it doesn't turn into a large obligation that sounds like a good idea. Nichols advised, that was my question. I just want to make sure we're gonna in cure any debt. Boston asked, Mitch what is the intentions of the property? Lowe replied, well the property is 2.68 acres approximately. So to be honest with you most of the Phoenix building is on the property. So the intentions on the building once we get in there. We'll see what all we can do with it. I do know that I plan on doing some storage of things down there, because our custodial supplies. Some of them up in the AG shop and some of them underneath Central. We have no storage. We've got about four or five little storage buildings that we have to repair from time to time and so that's a big plan for

that. I know that Central Office has some storage needs as well. So that would be something that we would work together with, but the back side of the property in that fenced area. We are planning to put an outdoor basketball goal. Boston advised, I had heard something about basketball and I didn't think they were putting in a court. Lowe advised, yeah the basketball court was actually what really got me to move it forward. You know I look across that fence several times to talk about what all we could do with that property is as a school and then whenever I found that we were supposed to get the basketball court I really started digging. That's when I started you know trying to read this old deeds and things. Boston asked, but the intent was not to put children? Lowe replied, no. I don't think that the building would be suitable for students. Patton advised, and I'll say for the record. I looked into this property probably in the neighborhood of two years ago at the request of Mrs. Harris at the time, because there was some interest from the Central Office staff in acquiring that building, because it has a loading dock and it would solve some issues there. So this has been at least on my radar for quite some time. So I'm glad it's kind of coming to fruition. At the time that I looked into it, there was thought that there was still an existing lease with the Housing Authority and so the County Officials didn't think there was really anything that they could do. But I think that would want obviously changed. Safdie advised, I have a question. I'm unfamiliar with the armory and that is a building and what this Transfer of Property would transfer that building to us as well and the questions I have to be similar to Nick's. In that, one does it need a new roof? One, what kinds of repairs are necessary for the building? What would it cost the school board to make those repairs if repairs are needed? None of those questions answers to those questions are being presented tonight. I don't want to stop this. Can you tell us about the building? Lowe replied, I've been in the building one time for just a very brief period of time and looked around. You know it's an old building. The roof looks good from the outside. I'm not a roofer by the way. But it does look pretty good. A good coat of paint on the outside is desperately needed, but it seems very structurally sound. The main thing is you know you can't let that building get away, because it's the same property as our school. Our school, an amount of Phoenix School building about two-thirds of the building is on this property. It's not just a little fenced in area. It actually goes from Fourth Street to Taylor Street and takes in about half of the Phoenix gym and so there's several buildings on the property that belong to Cumberland County Schools I guess, but they are on Cumberland County property. Boston advised, well also if it's not going to house children and it's going to be primarily for storage, it does not have to be HGTV. Just be presentable. Lowe replied, correct. Boston continued, would be my take on it. Lowe advised, I'm big on curb appeal. I would want painting. I can't hardly stand to drive by it. We will get it fixed. Boston asked, any further discussion? No one responded. A Voice Vote was taken.

Boston advised, let the record show that Mr. Safdie voted no. Safdie advised, I needed to qualify that. That you don't have enough information at this point of the condition of the building. Boston replied, motion carries and Mr. Safdie if you would get with myself or Mr. Stepp, Mr Lowe. We'll get you the information you need. Safdie advised, I will talk to them. Boston advised, let me clarify one thing, Mr. Patton before we move on. That lien will be released before Mayor Foster signs the deed? Patton replied, correct. Boston continued, and the county is responsible for working on that release? Patton replied, correct. Boston asked, you will let us know when that deed is? I mean just a quick email would be great. Patton replied, okay.

Motion to accept the transfer.

VOICE VOTE: (mover-yes) Boston

(seconder-yes) Hamby

Yes: 8, No: 1Safdie: No

MOTION: Motion Carried

18. *MOU Between Crossville Police Dept and Cumberland Co BOE - Boston advised, okay next on the agenda is the MOU between Crossville Police Department and Cumberland County Board of Education. This is for our SROs. I think everyone has had the opportunity to read those MOUs. This particular MOU is what the state is requiring. We cannot alter amend it. Take what you get. Patton advised, my understanding is that for the Departments to receive the grants that they're eligible for. This is the contract that has to be agreed upon. It's a substantial benefit to the Departments and obviously for the school system. Stout asked, and we can add on top of it if we find we need to add additional for our district? Patton replied, that's correct. I have an addendum the Department of Safety doesn't want them, but I mean they don't need to receive it. They don't mind if we have addendums or have additional agreements, but they just need to receive this one. Boston asked, and you reviewed it and it would be your recommendation? I I didn't say anything. Patton replied, there are some changes in the language in these contracts versus the MOUs that you have had with these departments in the past. What I might suggest, because the loss associated with trying to; well you you're just not going to be able to negotiate these specific contracts, but I think what might be proven is to have a meeting with the stakeholders in this MOU and the Board of Education sometime in the near future. Talk about the differences between the contract, the Department of Safety is prepared and the the MOUs that you've had with these departments in the past and you know see if there's a possibility of agreeing to some amendments. Boston replied, okay I've made a note that, but this is time-sensitive. That's why they were added late. I think the MOUs I think July 1st is our deadline. So we'd like to get these approved if we can. I'll entertain a motion to approve the City MOU. King advised, move to approve. May we add 19 on there as well? Boston replied, yes. King continued, to do the County at the same time? Boston replied, right number 19 on the agenda is the MOU between Cumberland County Sheriff's Office and BOE for SROs and it is exactly the same memorandum of understanding and the wording is the same and I think having a meeting with the powers that be between the difference in MOU's and if there are any amendments necessary, then we can do an amended contract, MOU. I would like to note that the county MOU has already been executed and signed by Mr. Stepp. I feel that he was going out of the country and wanted to make sure, because he knew it was time-sensitive. The board just has to approve it. So you're including in your motion both 18 and 19 MOUs. King replied, yes ma'am. Boston continued. both MOUs. I'll entertain a second. Hale advised, second. Boston replied, okay so we have a first and second to approve the Crossville Police Department in Cumberland County and Cumberland County Sheriff's Office and BOE of MOU for SROs. Any discussion? No one responded. A Voice Vote was taken.

    Boston advised, I would like to make a motion, Mr. Stepp will be out of the country until June 30th and I know these are time-sensitive. I would like to make a motion that we allow Mrs. Kim Bray to execute as Mr. Stepp's designee that MOU and get it to the City as soon as possible. Hamby advised, I'll second that. Boston replied, we have a second. Any discussion? No one responded. A Voice Vote was taken.

    Motion to approve the Crossville Police Department in Cumberland County and Cumberland County Sheriff's Office and BOE of MOU for SROs.

VOICE VOTE: (mover-yes) King

(seconder-yes) Hale

Yes: 9, No: 0

MOTION: **Motion Carried**

Motion to allow Mrs. Kim Bray to execute as Mr. Stepp's designee that MOU and get it to the City as soon as possible

VOICE VOTE: (mover-yes) Boston

(seconder-yes) Hamby

Yes: 9, No: 0

MOTION: **Motion Carried**

19. *MOU Between Cumberland County Sheriff's Office and BOE - See #18. *MOU Between Crossville Police Dept and Cumberland Co BOE for additional information and the motion that was passed.

20. Director's Report- Mr. William Stepp - Boston advised, next on the agenda is our Director's report.

20.A. *Request to Accept CDC Health Grant (See Exhibit #4) Stepp replied, okay thank you. The first is a request to accept this Health Grant. It'll be for five years, $115, 000 per year directly towards Student Health and Wellness. Boston advised, I'll accept a motion or entertain a motion to accept the CDC Health Grant. Hale advised, I'll make a motion to accept the CDC Health Grant. Hamby advised, second. Boston advised, so we have a first and second to accept the CDC Health Grant. Any discussion? Boston asked, Mr Stepp, did you say that was $110,000? Stepp replied, five years, $115 000 per year for five years. Polson advised, I think it was $113,000. Boston asked, it was $113,000. Polson advised, before I got the confirmation about how much they had told me it was $115,000, but then when they confirmed it on email it was $113,000 a year for five years. Stepp replied, that's on page two. Sorry I missed that, but that's on page two of the attachment. Boston asked, any discussion? No one responded. A Roll Call Vote was taken.

Motion to accept the CDC Health Grant

VOICE VOTE: (mover-yes) Hale

(seconder-yes) Hamby

Yes: 9, No: 0

MOTION: **Motion Carried**

20.B. *Upland Design Maintenance Study Proposal (See Exhibit #5) Stepp advised, the next item is from Upland Design. It's just a study, a quote for doing a Maintenance Study Proposal for us to create a long-term plan on prioritizing our Maintenance Schedule. King advised, move to approve that study evaluation. Hamby advised, second. Boston advised, so we have a first and second to approve this study. Of which if you've reviewed funds in the amount of $82,000. Discussion? Hamby asked, where did this money come from? Boston replied, this money has not come from anywhere yet. Hamby asked, do we have the money to do this? Boston replied, I mean I think we would have the money. Hale asked, why do we need this? Boston replied, well we really do need to update our Maintenance Plan, but the Maintenance Plan that we came up with seven years ago we did ourselves. It is not your major Maintenance Plan that we created. We take care of the tile, the painting, the outdoor lights, the bathroom partitions. I think, which was added a couple years ago. This does paving, this does ceiling, this does all of the general that you would think. The flooring, the tiling, the general maintenance that you know that does. Stepp replied, yes ma'am this is a engineering perspective of a maintenance functions and operations. Not just cosmetic. So that's why I would suggest that we do this. It's a take and approach, where they can see the longevity of all of our maintenance equipment and not just look at the cosmetic side of tile and stuff like that. So that's why I would recommend this. Nichols replied, and then in the long run this may save us a lot of money. Boston replied, and we may have different perceptions of what a Maintenance Program is or a Maintenance Plan is. Nichols replied, but he's a professional looking at it. Boston replied, well maybe maybe not. I'm not sure exactly what, I mean they're looking at the electrical, the plumbing, the site. They're looking at structural. I don't know how we can do a Maintenance Plan for structural, I think $82,000 is a great deal of money at this point. Maybe if we waited until we saw where we landed might be a better opportunity. It might be better timing. Stout advised, I had a couple of questions. Mr. Stepp have other districts done this sort of thing and if so, do we have a dollar amount of what they paid for it? Stepp replied, yes so these can be very extensive, up to three and four hundred thousand dollars. There was a grant through the state of Tennessee last year that a lot of counties applied for and they're actually doing just the whole infrastructure strategic planning as well as operations. So it can get very, very expensive. This is just using Uplands and their engineers to just do our maintenance side. This isn't one as extensive as growth and infrastructure needs in the future. Stout replied, okay. So in essence, we're doing a little bit like a blended version. When we are doing this we're using some of our in-house experts to help us formulate what we need to be doing moving forward along with Upland. Stepp replied, correct. It's just the maintenance side and infrastructure. It's not growth and the other options that are available. Davis asked, in the event that we do not fund this. What would be our plan in order to take care of these activities? Boston replied, I think what we would do is, I don't know what this board would vote to do. What I'd like to do is task Mrs. Bray to kind of give us a rundown of what needs to be looked at and and try that first. I know we've spent a lot of money on outside contracting, with you know with, Lean Frog and then we spent some money on the Strategic Plan. It may or may not save us a lot of money in the long run. I haven't had experience with this. All I know is we've had our Maintenance Plan, which normally costs us about a million, a million five every year just to maintain that without any renovation. From where we were when I first came on this board to where we are now. We're doing extensive maintenance on our buildings each year. I don't know how much more we could afford to do each year. Davis replied, and that's the point right in this, looking at it tells us that the drawing documentation design and repairs, replacements, out of my costs, estimates are not included in the scope. So I guess the question would be, does it also come with a Preventative Maintenance Plan? That would say if we were to do these things, we will potentially save or avoid x amount of dollars. Boston replied, I don't know, Kim. Bray replied, I can't answer that. Boston replied, I can't either. Stout advised, all they outline is that it will include a recommended Maintenance Plan with a rough preliminary cost estimate. Davis advised, we'd have an outside opinion. It's obviously valid I mean I am not an architect, they are and and they are

in the field of mechanical and plumbing, electrical, but also we have hired a COO to kind of head that department up. Is this a recommendation of you Mrs. Bray or do you feel like this is the direction you'd like to go or maybe I should ask Mr. Stepp if he would. Boston replied, he recommends it. Farley advised, so we've currently lost connection with him. I'm trying to get it back. Davis replied, I just didn't want to pass straight to Mrs. Bray without asking Mr. Stepp. Boston advised, also that was one of the the purposes for creating that position and you know anybody that gets upon a roof certainly is qualified. She would choose to give us some proposals. Stout asked, what kind of help would you be looking from Upland? In your scope? This detailed or less or more? Bray replied, day-to-day I'm comfortable with, but when I look at things like aging electrical, like major projects that they're going to have to assist us with, because it's going to be well beyond the $25,000. That's the sort of things that I need their inputs from as far as how does the electrical, who needs the upgrade next. I'm not talking about like a day-to-day thing or bathroom petitions or paint. That's obvious, anybody can see that. A roof, you basically know how long it's going to last. We have warranties and things like that, but like the electric, we need to do the electrical at Martin or do we need to do this next. I'm talking projects that are probably in excess of five hundred thousand dollars and I'm going to have an architect to be involved in it. Because they're going to spec it and they're going to put the bids out. Stout asked, so we would have to do it in an A La Carte manner. If we didn't do it this way, we would do it project by project and there would be a fee associated with that? Davis asked, I guess that would be my question. Is how much money have we spent current state, of seeking professional opinion, to tell us when it's time to do electrical? When it's time to do what maintenance? What are we spending now? Bray replied, it's been six percent every time that they quote something for us. That's their standard fee. Like on the electrical at North. The size of that project that's six percent. The roof that we've had to replace at Stone Memorial, that's six percent. That they take care of doing all the specs. They put the bid out. Well they don't, we put the bid out technically. The county does that. They take care of all of that and they're my project manager. Even though I walk it with them and they're going to see things that I'm not going to be aware of because they're an architect. I'm an accountant by trade, but I mean I've had experience with this, but that's when I look to them for. That's how they earn their money. Safdie asked, this proposal does not include, I mean it says a Life Safety and Code Compliance, but it does it include the alarm systems and security systems in each of the schools. Bray replied, we normally take care of that. The fire marshal is very good at pointing out the deficiencies there. That's part of their inspection process. Now I have consulted with them before on some major projects, but pretty much we take care of that, but like if we have to replace an entire system like the Cumberland County High School. That's going to be somewhere in excess of three hundred thousand dollars. They're going to have to do the specifications for that. That's far beyond my scope. Hamby asked, now is this something that we're going to have to do yearly? Bray replied, no, no. This would be something that they would give us recommendations probably for the next five to seven years. Where they see these major deficiencies. Boston asked, but we would not only have to pay $82,000, but we would also pay the additional six percent? Bray replied, right. Every time that they actually did a drawing per say. Boston replied, well it's six percent on the project itself. If we enter the contract. Bray replied, that is correct. Boston asked, any further discussions? Hale advised, I don't see the big need for this, because it's an awful lot of money at this particular moment in time we've been spending and we have gotten along with our Maintenance Plan that we've had thus far. Boston advised, we have to do a roll call. A Roll Call Vote was taken. Boston advised, motion carries five to four.

Motion to approve Upland Designs Maintenance Study Proposal/Evaluation.

VOICE VOTE: (mover-yes) King

(seconder-yes) Hamby

Yes: 5, No: 4Boston: No,
Hale: No, Hamby: No, Stull:
No

MOTION: **Motion Carried**

20.C. Strategic Planning Update - Stepp advised, okay next we have Strategic Planning update. We've been working on this for several months now. We've included the public, parents, teachers. Obviously, supervisors are running the subcommittees. We've had the Chamber of Commerce join in with this, law enforcement and County Commissioners. We made this a complete community effort. We've had several subcommittee meetings and steering committee meetings up to this point. We're now in the point now, where we've identified our strengths and weaknesses and areas of opportunity and now we're in the process of creating action steps. So at this point, hopefully, in July, we'll get several action steps together. In August the board will be able to look at that strategic plan and hopefully, by September we'll have that locked in for the next five years. Once we get all the boards input. So that's kind of where we're at. After about five-six months of meetings. So it's been a very extensive process and everything has been according to the board's intents. I'm very excited on seeing the results of that. Any questions? No one asked questions.

20.D. TN Together Student Survey Results (See Exhibit #6) Stepp continued, next we have the Tennessee Together Study Survey Results. Bob Valerio came in last semester in October. He presented to the board what this was going to look like and we went through that process with the schools and done the survey with 8th, 10th and 12th graders I believe. Tonight we have a representative from the CPC here. Nichols advised, you have two of them out here. Stepp advised, I'm going to turn it over to them and I apologize I have to go. I have some school visits that have been set up for me to visit with principals and administrators here. So I'm gonna have to turn it over to Dr Farley for the rest of the meeting.

Representatives from CPC summarized the results of the survey to the board. See attached Exhibit #..

20.E. SRO Annual Report (See Exhibit #7) Farley advised, so next you all have the annual SRO Report and it's broken down by totals and this is obviously county-wide.

20.F. Coordinated School Health Report (See Exhibit #8) Farley continued, next is the Health Services Report that Mrs. Polson has compiled.

20.G. Annual Planning Calendar (See Exhibit #9) Farley continued, next is the Planning Calendar. It looks like you have everything completed for the month of June except the Coordinated School Health Report, which we just have. So we can complete that, but there's still some stuff from May and April that's pending. Stout asked, Dr Farley, when do we start putting the Planning Calendar together for next year? When does that work start? Has that already begun? Farley replied, I would assume typically it's ready to go by July, since that's when the first month starts. Stout replied, okay so for next month's meeting we'll see the new Planning Calendar. Farley replied, so it should be all blank except the items that we've been able to complete by the time you meet at the end of July. Stout asked, so if there's anything that we want to have considered for the Planning Calendar. That we need to go ahead and get with with Mr. Stepp on and we'll have some discussion. I would assume in the next board meeting over the calendar. Farley replied, yes.

20.H. FYI

20.H.1. Personnel ReportFarley advised, next you have Personnel Reports and with school not going on, we do not have the monthly calendars or the newsletters obviously.
That is all of Mr Stepp's report.

21. School Board Committees - Boston advised, next on the agenda is School Board Communities. Mrs. Hamby the Policy Committee.

21.A. Policy Committee - Ms. Rebecca Hamby

21.A.1. *Approval of First and Final Reading of Policies (See Exhibit #11) Hamby advised, like Mrs. Stout said earlier we had a very extensive, lengthy policy meeting this month and we chose because there was so much, we chose to put the most essential. There were five and then one that was left off last month's monthly meeting that we added on here also. These are having a lot of law changes that's going into effect. That's going to affect many policies, but these were the most important at this point that needed to be stuck onto the June's meeting. The rest of them will go on July. So these came out of the Policy Committee. Stout advised, they were time sensitive, because they'd already been signed into law or they addressed the summer school. We need to have updated forms. Hamby continued, so this came out of committee. We don't need a second. Boston asked, any discussion? No one responded.

Motion to approve the first and final readings of policies as presnted.

VOICE VOTE: (mover-yes) Hamby

Yes: 9, No: 0

MOTION: **Motion Carried**

21.B. Athletic Committee - Mr. Nick Davis - Boston advised, next on the agenda is the Athletic Committee. Mr. Davis if you would be so kind, the Athletic Committee Report. Davis replied, the Athletic Committee met yesterday to summarize a handful of topics starting with how our Strategic Plan. The Steering Committee has been tasked with working in the athletic role of how we're going to create framework to move forward. If we had a wish list of things of how we can take athletics from where they are in the current state into the future state. There's a number of things in there that surround the framework of the TMSAA. For those of you that are not aware of what that is, that's the Tennessee Middle School Association and all of the different pieces of that puzzle that will be required to be adjusted to allow us to move forward with that. So a lot of good things were said. We had 30 minutes of public comments. We had 30 minutes of professional comment from those that are in the admin group. Also coaches, some of them were parents as well. We had a lot of really good dialogue that came from that conversation as a result of that meeting. Yesterday a lot of you were here. So we were very thankful to have that type of community outreach. To summarize, I guess to back up. You know that this topic has been in the public's eye since I guess most recently. I should say immediately follow Mr. Stepp accepting the position as Director of Schools. We had a handful of conversations that it was going to be his decision ultimately as to whether or not we are going to make as a school district to move toward the Middle School Association. A handful of conversations have landed us back in the place where we feel like it is the board's opportunity to

recommend to the full board. It's the Athletic Committee's responsibility to recommend to the full board and we voted yesterday that we would like to move forward with that and also we would like to seek the funding required to make up the differences in what our new supplements would be. The obligations for the supplements and also the membership fees that are required annually. So those are the most recent events and I think we are looking very closely at having a special call meeting to recommend those things to the full board and have you all vote on that topic. Boston advised, there was no way to, I guess, guess or know what the Athletic Committee would project and the meeting was yesterday and of course our board meetings tonight. So to give the public a little bit more notice it's going to be addressed in special called. Davis advised, we're welcome to discuss that if you'd like. I'm of the opinion that we would like to move forward with that as soon as possible. Obviously because we're all here. We took it out of committee. We got to this point. Safdie advised, well we recommended it to the full board. I'm just questioning whether or not, because it was part of the committee even though it wasn't on the agenda to approve it. Whether or not it still could be voted on, because we recommended it to the full board. Earl Patton replied, you still have to give adequate public notice to the public. Safdie replied, okay thank you. Patton continued, that's the issue that I see and you might be able to do it. The most conservative approach would be to hold a subsequent meeting. Give what is without a doubt adequate public notice and proceed. Safdie replied, I understand. Nichols asked, isn't there a July deadline for it though? Did I remember that in one of the meetings that we had, that they needed to hear by July or am I wrong? Boston relied, next week begins the dead period and that is the best time got it to adopt it. If that's what this board is going to do. So that therefore everybody's during the dead period and you can start scheduling after this. Nichols asked, does dead period mean they're not playing any athletics? is that what that means? Davis replied, they're not allowed to participate, be on school grounds in any athletic capacity or be coached or anything along those lines. So essentially, for all sports. They're taking their mandatory break. Stout advised, back into the drop drop dead date. We have to have this information saying that yes we're going to do this or no we're not going to do it. We would need to meet by to vote? Davis replied, early, ASAP. Dean Patton advised, at the end of the first week in July and actually we're behind the curve already, because our Fall sports. We've had to just move ahead to plan for both contingencies. We couldn't wait any longer. You know we were really to be honest hoping since it was on the agenda last month that it would come up under old business and could be voted on tonight. Since you know if the public notice was given in the May meeting and and we were hoping that that would cover us, but if not I understand. We're a bit behind the curve at the moment. Boston advised, well we promised to get you up straight. I promise you that.

21.C. Budget Committee Meeting - Ms. Teresa Boston - Boston advised, the Budget Committee. We finalized our budget. Presented it to the County Commission. They have tentatively approved it through the Finance Committee. We're waiting for the full commission to approve and we've not met since we approved our budget.

21.D. Building and Grounds Committee - Mr. Robert Safdie - Boston advised, Building and Grounds Committee, Mr Safdie. Safdie advised, no new news for the Building and Grounds.

21.E. Safety Committee - Ms. Rebecca Hamby - Boston advised, Safety Committee, Mrs. Hamby is not present, but we have not had a Safety Committee.

21.F. Contract Committee - Ms. Teresa Boston - Boston advised, the Contract Committee that has not met. We have had no items on that.

22. Chief Financial Officer's ReportBoston advised, the Chief Financial Officer's Report.

22.A. Monthly Financial Report (See Exhibit #12) Bray advised, well the year is just about complete. We're down to the finish line. In May, we had spent or we had collected almost 90% of our Revenue. We will have one more BEP payment, but everything is coming very much in line. We've done quite well. The only thing that I'm a little dismayed about and we're still within budget is the sales tax for the month of April was about $40,000 less than what had been originally projected, but after speaking with the County Finance Director, he's hoping that it will reconcile itself by the June, July accrual. So we may not come in $200,000 ahead, but we'll at least come in at budget . So that'll be good. As far as our expenditures, we've made all of our final numbers that will be reflected in June. There are some encumbrances that you will see for some very large maintenance projects like the roof at Stone Memorial that will be reflected in the June statements, but other than that everything has been done, all of our final accruals are still being worked on. Everything appears to be very much in line. Any questions? No one responded.

22.B. Monthly Sales Tax Report (See Exhibit #13) See 22.A. for discussion.

22.C. *141 Budget Amendments (See Exhibit #14) Bray continued, moving on to the budget amendments. Both of these are in regards to our ISM Grant. The first one is the cleanup from the 22-23. Just moving the funding from The Vocational Instructional Equipment into other charges and this is basically a cleanup in preparation for the next fiscal year and then the next one, which is a rather lengthy amendment. Basically is taking the funding that we or know that we're going to receive and this is the actual budget on how it will be spent in 23-24. Dr. Eldridge is the architect of this. If you have any questions about the particulars, I'm sure she'll be more than happy to answer. This is on a school by school basis. These are the funds. If you remember each Elementary got $500,000 with the exception of Pineview. They got $200,000 and each of our big high schools got a $1,000,000. Boston asked, when did we get this money? Bray replied, it was approved in March. It's on a reimbursement type basis, but we have to budget and she couldn't do that because we hadn't actually started employing these people yet. So this is why it's for 23-24 and this just breaks it down. It's on a school by school basis. That's why those accounts look a little different than what you see in the past, because it's going to be accounted for on a school by school basis. That's why it says Brown, CCHS, Homestead, a little different. Boston replied, I'll entertain the motion to approve and second. King replied, I'll make the motion. Hale replied, second. Boston asked, any discussion? No one replied. A Roll Call Vote was taken.

Motion to approve as presented.

VOICE VOTE: (mover-yes) King

(seconder-yes) Hale

Yes: 9, No: 0

MOTION: **Motion Carried**

23. *Consent Agenda - (See Exhibit #15) Boston advised, next is the Consent Agenda. I'll entertain a motion to approve. King replied, move to approve the Consent Agenda. Hale replied, second. Boston replied, okay so I have a first and second on the Consent Agenda. Any discussion on any of the items on the Consent Agenda?No one responded. A Voice Vote was taken.

Motion to approve the Consent Agenda.

VOICE VOTE: (mover-yes) King

(seconder-yes) Hale

Yes: 9, No: 0

MOTION: **Motion Carried**

23.A. *Approval of Overnight and Out of State Field Trips

23.A.1. SMHS Overnight Request Boys Soccer Foley Alabama March 22-27, 2024

23.B. *Approval of Contracts

23.C. *Approval of Grants

23.D. *School Wide Fundraisers

23.E. *Approval of Disposal of Surplus Property

23.F. *Executive Approval

24. Old Business - Boston asked, any old business? No one responded.

25. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.

26. Adjournment - Boston continued, if not I will entertain a motion to adjourn. Hamby replied, motion to adjourn. KIng replied, second. The meeting was adjourned at 7:12pm.

Motion to adjourn at 7:12 p.m.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) King

Yes: 9, No: 0

MOTION: **Motion Carried**

_____

William Stepp
Director of Schools

_____

Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on July 18, 2023.

_____

Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

Board of Education
June 28, 2023 5:00 PM
Central Services Board Room

The Cumberland County Board of Education met in a special session on Wednesday, June 28, 2023 in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 5:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

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

Others in Attendance:

Earl Patton, Attorney
Moira "Mo" Charnot, Media

Electronoc Attendance - Zoom

Shannon Stout, 9th District

Absent

William Stepp, Director of Schools

1. Call to Order-Ms. Teresa Boston- Ms. Teresa Boston(See above)
2. Moment of Silence/Pledge of Allegiance-Ms. Teresa Boston- Ms. Teresa Boston - Boston led the board members in a Moment of Silence. After a moment of silence, Boston led the audience in the Pledge of Allegiance.
3. Roll Call (See Above)

4. *Approval of Agenda (See Exhibit #1) Boston advised, next is the Approval of the Agenda. Hamby advised, I'll make a motion we approve the agenda. Safdie advised, second. Boston replied, okay so we have a first and a second to approve the agenda. Any discussion? No one responded. A Voice Vote was taken.

   Motion to approve the agenda as presented.

   VOICE VOTE: (mover-yes) Hamby

   (seconder-yes) Safdie

   Yes: 9, No: 0

   MOTION: Motion Carried

5. *TMSAA- Mr. William Stepp - Boston advised, next on the agenda is the TMSAA. We put this on a special call to give an additional notice to our general public. So that we would meet all of our due diligence in putting it out there to see if anyone had further discussion on it. So I'll open the floor for a motion. Davis advised, I'd make a motion to approve. Boston replied, okay so we have a motion to approve joining TMSAA. Davis replied, yes. Safdie replied, I'll second that. Boston continued, okay so we have a first and we have a second. Do we have any discussion? Hale asked, I just like to know again how it's going to affect the younger children and the ones that might not can be in this travelball thing that's going to happen? Davis replied, okay, good question. So to put a number on the impact that could play versus not play. I think there was a comment last meeting that allowed us to understand that this was going to be in addition to the number of student athletes that we're playing, as opposed to subtraction, but to further solidify that effort and or concern. There's been a number of conversations around creating different pathways through the way of combining local youth sports with these schools in a way that's maybe not been done before. Hale asked, but don't they have to pay for those local youth sports or do you know? Davis replied, currently most local youth sports are significantly less in financial obligation than school sports. So, on average, I think it's $50 or less typically. There's ways to fund that and or subsidize that via grants, which we've been very blessed with writing this year. We learned that those are great opportunities and that is a very useful way for us to help offset some of those costs for some of the kids that may not be able to. Nichols advised, a couple of different questions that I had received was, what about gym time. You know what would this mean? They would have less gym time and I loved hearing about the dead period, but what it meant was that there are no sports that are played within that period, but other than that period, any gym could be opened by any coach at any time. So there are kids that go in and do practicing and do what they need to do when they need to do that. So it would not take away individual gym time for kids to be there and then I said when the bus isn't running them back and forth how do they get to where they are? Each of the different people that I talked to said parents make sure they get there. If they have a kid that's committed in a sport. Parents make sure that they get there and there was also funding in other places for shoes and uniforms and things that they needed that they couldn't get if they weren't playing school or whatever ball. So that was really the main thing I think that I got. That poorer kids would be left out and every one of the coaches that I listened to that night when we were here, I never heard that and then I called some of them to ask them. What about the less fortunate children in your school that cannot afford to join sports? He said if they are dedicated and they make the team, we find a way to make it work. He said we are not going to leave kids behind. We are in it to coach the kids. It's not about us, it's about them. So we said if they're called and they're stepping up and they're meeting their needs, then we'll fulfill them. We'll figure out a way to do it and we always have. Some of the coaches I talk to are doing other schools for free. I mean they don't even get paid for doing some of the stuff that they do. They just do it

because they're coaching and they want kids to go from elementary to middle to high school and then high school to college someday. Maybe to pro ball and then the freedom was also that I liked that I heard at that meeting and then the ones that I called. Was that there's that break in between sports that they could go play another sport. That a kid would be relieved from one season to go into another sport. Like I talked to one that likes to do basketball and wrestling and that would free him up to do those two things. That he liked both of those sports. It wasn't just one that he liked doing. Well I got my questions answered. I asked them a bunch of them. Boston asked, any further discussion? Hale asked, so basically, it's we're voting on rules? Different kinds of rules that we're voting to join this association for the rules of the games? Davis replied, so the governance of it is definitely the framework or the chassis that will support much like the TMSAA, which all high school sports are governed by. It's essentially the same framework for the middle school, the 6th, 7th, and 8th graders, but within that, I guess within our vote obviously we have to support the additional needs of the coaches and the support staff that are going to be responsible for making sure that it takes place the way that it needs to. So we would be adding positions. We'd be creating; that's where that financial burden comes into play of asking for that additional $17,700 I believe. King advised, I have a couple of things if I could. Boston replied, sure. King continued, for over a year I've listened to parents, students, coaches, principals, teachers, supervisors, and other board members. Plenty of people in the community from all districts. I've listened to everyone. I've asked questions. I represent my district and the entire county. I act on knowledge and experience from decades of being in education. I've been a parent. I still am.
A grandparent of athletes in our schools. I was one myself in high school and college. I'm a competitive person. I know that proper training equals success. Shouldn't students be taught in elementary up to high school skills, rules, sportsmanship, teamwork, competitive participation? They need time to develop in a natural way. They need to grow in many ways outside of athletics as well. There are many reasons I've heard that's been listed for us to join TMSAA, insurance, officials, state playoffs. I've listened to coaches, coaches are saying that if they had them from 6th - 8th grade, basically they would have everything they needed to be state champs. I've heard that all other sports are already in middle schools, so what's the hold up on basketball? Joining TMSAA. It will cost $17,700 a year, every year. It's a reoccurring expense. There's a membership, not limit our players in participation. We'd be going down from maybe 100 players to 40 or 60. How is that helping students? If we're being told that if you're cut from a team, it's good for the students to hear. So then why aren't our best players ever learned that lesson. Students have told me that they're choosing not to play in some cases rather than to be blended with another school. Why do we put them in that position? Building two middle schools is a possible hidden motive here, I think. If so, where will we get a couple hundred million dollars to do that? Just have middle schools and the finest comprehensive athletics facilities. Should we not vote for what's the right thing, totally. The totality of the circumstances on some things we agree on some things we don't and that should be okay. It remains a great deal of resolving this properly. I think you're basically, you're darned if you do and you're darned if you don't. Thank you. Boston replied, Mr. King, I would have to agree. Not sure if you're right or if you're wrong or what's the best thing to do for our students, but I think you said it very well. Any further discussion? Any further comments? Boston advised Stout, I want to give you an opportunity. If you have something to add, you're certainly welcome to. Stout replied, thank you. No, I don't, thanks. Boston continued, then, we have a first and second to adopt/join TMSAA. A Roll Call Vote was taken.

Boston advised, it carries 6 to 3. So this board has voted to join TMSAA with a 6 to 3 vote. With that being said and that being adopted and not since we're in the dead period. I'd like to go ahead and make a motion to do a resolution to fund, I think it's $17,700 that we need to fund. Now Kim help me out. Do I do it in the 22-23 budget for the 23-24? Bray replied, the 23-24. Boston continued, I'll have to do it in the 23-24. Boston replied, okay then I would make a motion that we move $17,700 from Fund Balance in the 23-24 budget to fund what the board has voted to join TMSAA and I will need a second on that. Hamby advised, second. Boston replied, okay so that goes ahead. Any discussion on that? Hamby

advised, I have a question. Is that going to cover everything, because there was a question about the $25 per coach. If they are not one of our employees, if we have a coach come in then we have to pay TMSAA $25 per year. Safdie asked, are you talking about a coach or referee? Hamby replied, a coach and that's what it says. It says that per non-faculty coach. Boston asked, is that not included Kim in those stipends? Bray replied, no I don't think so. Hamby replied, no it is not. Nichols asked, when would they do that? When would you call in a coach? Patton replied, when we have non-faculty coaches. We have a number of them in the system right now. You know they don't work at a school, they're a non-faculty coach. There's a $25 fee that they have to pay at TMSAA. The team usually covers that out of their funds. Nichols asked, so it was like when Stewart Sitton, he spoke up. Patton replied, correct. Hamby asked, so that's covered out of the team money, not out of our budget? Patton replied, yes. Some coaches will pay it themselves, so it doesn't cost the team. It's $25.00. Hamby replied, okay. That was my question. Boston asked, any further discussion? Safdie advised, I think that from the get-go, when the funding was an issue and some principals brought up, why do we have to spend $300.00 and I think that from the very start of this we suggested that funding the first two or three years be provided by the County Board of Education and that's what I see taking place now. The stipends will be more permanent and how much of the stipends? Boston replied, $15,000 is what they've calculated. Safdie continued, $15,000 and you know we're paying over $500,000.00 for it. Boston replied, $561,000.00 is what was budgeted. Safdie continued, and I see no reason why we shouldn't. Boston advised, well the Budget Committee talked about TMSAA in length. If we joined it this would be a cost. If we voted to join it, we knew the cost would come later. We just couldn't fund it, something that the board had not approved at that point. So this is more of a procedural thing more than anything. We had already talked about it and approved it or discussed it in a very favorable manner. Safdie asked, so the school system sometime in the future can, individual schools will absorb the cost of $300 a year for the membership in the TMSAA and then we as the Board of Education unless something goes awry we will continue to pay the stipends. Boston replied, we pay the stipends on all the other coaches. So I think $15,000 would be certainly in line. Safdie advised, thank you. That is all I have to say. Boston advised, since this involves funding, I'm going to do a Roll Call Vote.

Motion to approve joining TMSAA

VOICE VOTE: (mover-yes) Davis

(seconder-yes) Safdie

Yes: 6, No: 3Hale: No,
Hamby: No, King: No

MOTION: **Motion Carried**

Motion to move $17,700 from Fund Balance in the 23-24 budget to fund what the board has voted to join TMSAA.

VOICE VOTE: (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 2Hale: No,
King: No

MOTION: **Motion Carried**

6. *First and Final Reading Policies - Botson advised, next on the agenda is the first and final reading of Policy 1.401 and I'm going to turn this over to Mrs. Hamby. Hamby advised, we did have this on our regular board meeting and I apologize that I overlooked it. We are supposed to, as a board, choose an amount of time to allow for Community Comments. Like right now, we do three minutes per person. That will stay at three minutes per person, but how long of a time do we want to allow, 30 minutes for Community Comments? So on and so forth, and again, I apologize that I overlooked this at our meeting. The reason this was added on tonight's meeting is because it goes into law on July 1st and it needs to be done. So that she can get it sent to Nashville. I'm going to recommend that we put it at 30 minutes. That gives ample time for 10 people to sign up for Community Comments. Nichols replied, I agree. Boston asked, now are you making that in the form of a motion? Hamby replied, I am going to make a motion that we insert 30 minutes on page two of Policy 1.404 where it is asking for how long for Community Comments. Earl Patton advised, can I just clarify something? Hamby replied, yes you may. Patton continued, this policy was actually voted on and approved at the last board meeting. Boston replied, yes. Patton continued, the only issue is, there was a blank. So all this board is doing is filling in a blank. Hamby replied, absolutely. Boston advised, just because of the time issue going into law and we want to make sure that we comply with that. Patton replied, I understand and I just wanted to make that point. Boston continued, we have a first. Stull advised, second. Boston continued, we have a first and a second. Is there any discussion? Boston and Hamby asked, Is 30 minutes okay with everybody? Everyone agreed. A Voice Vote was taken.

   Motion to insert 30 minutes on page two of Policy 1.404 where it is asking for how long for Community Comments.

   VOICE VOTE: (mover-yes) Hamby

   (seconder-yes) Stull

   Yes: 9, No: 0

   MOTION: **Motion Carried**

7. Old Business - Boston advised, next time the agenda is Old Business. Is there any? Safdie thanked Mr. Dan Schlafer for his years of service and helping in the process of TMSAA. Safdie also thanked the coaches for being here and for being consistent and expressing themselves. Hamby and Nichols advised, and parents.

8. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.

9. Adjournment - Boston continued, if not, I'll entertain a motion to adjourn. Hamby moved and Stull seconded a motion to adjourn at 5:20pm.

Motion to adjourn at 5:20 p.m.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 9, No: 0

MOTION: **Motion Carried**

_____
William Stepp
Director of Schools

_____
Teresa Boston
Chairperson of the Board

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on July 18, 2023.

_____
Tabitha Webb
Board of Education Recorder

(*) Indicates Board Approval Required

(*) Indicates Board Approval Required

July 27, 2023 at 6:00 PM - Board of Education Meeting

1. Call to Order
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

2. Moment of Silence/Pledge of Allegiance
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

3. Welcome to Visitors
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Procedural Item

4. Special Recognition
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Information Item

5. Roll Call
Agenda Item Type: Procedural Item

6. Declaration of Conflict
Speaker(s): - Mr. Earl Patton
Agenda Item Type: Procedural Item

7. *Approval of June Minutes
Agenda Item Type: Action Item
Attachments: (2)

- June 22,2023 BOE Minutes
- June 28, 2023 SC BOE Meeting

8. *Approval of Agenda
Agenda Item Type: Action Item
Attachments: (1)

- Agenda

9. Acknowledgement of Elected Officials
Agenda Item Type: Action Item

10. Community Comments
Agenda Item Type: Information Item

11. School Board Reports
Agenda Item Type: Information Item

11.A. TLN Report
Speaker(s): - Ms. Shannon Stout
Agenda Item Type: Information Item

12. Board Member(s) Report from Training(s)
Agenda Item Type: Information Item

13. Legal Report
Speaker(s): - Mr. Earl Patton
Agenda Item Type: Information Item

14. Director's Report
Speaker(s): - Mr. William Stepp
Agenda Item Type: Information Item

14.A. *Canopy for Transportation Department Gas Pumps
Agenda Item Type: Information Item
Attachments: (1)

- Bus Garage Canopy Quote

14.B. *Approval of District Testing Coordinator
Agenda Item Type: Information Item
Attachments: (1)

- District Testing Coordinator

14.C. *Approval of Disciplinary Hearing Authority Board
Agenda Item Type: Information Item
Attachments: (1)

- Disciplinary Hearing Authority Board

14.D. *Water Rates Agreement with Uplands Village/West Cumberland UD
Agenda Item Type: Action Item
Attachments: (1)

- Uplands Sewer Contract 2023

14.E. Annual Planning Calendar
Agenda Item Type: Information Item
Attachments: (1)

- 2023-2024 Planning Calendar

14.F. FYI
Agenda Item Type: Information Item

14.F.1. Attendance Report
Agenda Item Type: Information Item

14.F.2. Personnel Report
Agenda Item Type: Information Item
Attachments: (2)

- CCSNP Personnel Report

- Personnel Report

14.F.3. School Calendar of Events
Agenda Item Type: Action Item
Attachments: (3)

- CCHS Calendar
- Phoenix Calendar
- SMHS Calendar

15. School Board Committees
Agenda Item Type: Information Item

15.A. Policy Committee
Speaker(s): - Ms. Rebecca Hamby
Agenda Item Type: Committee Report Item

15.A.1. *Approval of First and Final Reading of Policies
Agenda Item Type: Action Item
Attachments: (25)

- 1.102 Board Members Legal Status
- 1.106 Code of Ethics
- 3.202 Emergency Prepardness Planning and Training
- 4.205 Enrollment in College Level Courses
- 4.300 Extracurricular Activities
- 4.403 Library Materials
- 4.600 Grading System
- 4.602 Class Ranking
- 4.605 Graduation Requirements
- 5.106 Application and Employment
- 5.302 Sick Leave
- 5.305 Family and Medical Leave
- 5.307 Physical Assault Leave
- 5.600 Staff Rights & Responsibilities
- 6.200 Attendance
- 6.202 Home Schools
- 6.300 Code of Conduct and Discipline
- 6.309 Zero Tolerance Offenses
- 6.314 Corporal Punishment
- 6.319 Alternative School Programs
- 6.4001 Student Surveys, Analyses, and Evaluations
- 6.402 Physical Examinations and Immunizations
- 6.600 Student Records
- 6.602 Student Records Inspection and Correction Procedure

- 6.709 Student Fees and Fines

15.A.2. *Policies for Deletion
Agenda Item Type: Action Item
Attachments: (2)

- 4.203 Advanced College Placement (Duplicate Policy)
- 6.603 Student Records Use of Records (Duplicate Policy)

15.B. Athletic Committee
Speaker(s): - Mr. Nick Davis
Agenda Item Type: Committee Report Item

15.C. Budget Committee Meeting
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Committee Report Item

15.D. Building and Grounds Committee
Speaker(s): - Mr. Robert Safdie
Agenda Item Type: Committee Report Item

15.E. Safety Committee
Speaker(s): - Ms. Rebecca Hamby
Agenda Item Type: Committee Report Item

15.F. Contract Committee
Speaker(s): - Ms. Teresa Boston
Agenda Item Type: Committee Report Item

16. Chief Financial Officer's Report
Agenda Item Type: Information Item

16.A. Monthly Financial Report
Agenda Item Type: Information Item
Attachments: (1)

- Financial Report

16.B. Monthly Sales Tax Report
Agenda Item Type: Information Item
Attachments: (1)

- Sales Tax Report

16.C. *142 Budget Amendments
Agenda Item Type: Action Item
Attachments: (3)

- 142 CTE Perkins Reserve Budget Amendment
- 142 CTE Perkins Additional Grant Budget Amendment

- 142 Budget Amendment ESSER 3.0

17. *Consent Agenda
Agenda Item Type: Consent Agenda

17.A. *Review Only Policies
Agenda Item Type: Consent Item
Attachments: (18)

- 2.601 Fundraising Activities
- 3.501 Food Service Banquet
- 6.400 Student School Counseling Welfare Program
- 6.401 Student Health Services
- 6.403 Student Communicable Diseases
- 6.4031 Pediculosis (Head Lice)
- 6.404 Acquired Immune Deficiency Syndrome
- 6.405 Medicines
- 6.408 Supervision of Students
- 6.410 Accidents and Illnesses
- 6.411 Student Wellness
- 6.412 Emergency Allergy Response Plan
- 6.413 Prevention and Treatment of Sports Related Concussions
- 6.414 Prevention and Treatment of Sudden Cardiac Arrest
- 6.500 Special Education Students
- 6.502 Foreign Exchange Students
- 6.5021 Cumberland County Students Desiring to be Foreign Exchange Students
- 6.702 Student Clubs and Organizations

17.B. *Approval of Overnight and Out of State Field Trips
Agenda Item Type: Consent Item
Attachments: (2)

- CCHS HOSA Field Trip Overnight Request
- CCHS Overnight Request FFA Jamestown, TN

17.C. *Approval of Contracts
Agenda Item Type: Action Item
Attachments: (4)

- PHS Simple Pix Agreement
- SMHS Five Star Food Agreement
- SMHS Jostens Agreement
- Stone Elem & World's Finest Chocolate

17.D. *Approval of Grants
Agenda Item Type: Consent Item

17.E. *School Wide Fundraisers
Agenda Item Type: Consent Item
Attachments: (2)

- PHS School Wide Fundraiser
- Stone Elem School-Wide Fundraiser

17.F. *Approval of Disposal of Surplus Property
Agenda Item Type: Consent Item
Attachments: (3)

- General, Food Service, CTE Retired Inventory
- Phoenix Retired Inventory
- SMHS Retired Inventory

17.G. *Executive Approval
Agenda Item Type: Consent Item

18. Old Business
Agenda Item Type: Action Item

19. Questions from Media
Agenda Item Type: Information Item

20. Adjournment
Agenda Item Type: Action Item
Comments:

JULY 3, 2023

A PLUS CANOPIES INC.

3021 AL HIGHWAY 183 LAWLEY, AL 36793
aplus canopies@yahoo.com FAX:888-396-6055

QUOTE #23137

Customer: Deloy Brown
Attention: Rodney Brown

JOB SITE: Bus Depot
Crossville, Tn

Dear Rodney,

Thank you for the opportunity to quote the following scope of work:

Furnish And Install:

1. 28' By 30 Canopy
2. (4) Sides Of 36" Tall ACM White Canopy Fascia
3. 20 Guage White Embossed Decking
4. All I-Beam Construction
5. 16' Canopy Clearance
6. (2) 10" By 10" Canopy Columns
   Column Center Length: 30'/ 3-24-3
   Column Center Width: 28' / 14-14
   (2) ¾" Conduit Pipes
   Field Cut Drain Holes In Columns
7. (6) LSI LED CRUS-SS Canopy Light Fixtures-Wired By Customer

Furnished:

8. Anchor Bolts Shipped To Customer
9. Tennessee Stamped Drawings

Delivered And Installed $ 42,986.00

50% Deposit With Signed Order

Permits, Wiring, And All Other Image Work And By Customer Quote Valid For 10 Days

CHRIS SMITH	DON PATTERSON	BILL TINDELL (SALES)
205-217-6050	205-217-5667	423-506-3147

*NOTE: Foundations, concrete, lights and electrical not included unless noted. Permits are the responsibility of the Owner. The Owner is responsible for onsite disposal.50% Down Payment. Balance due upon completion. A carrying charge of 5% per month will be charged on past due accounts. If an invoice is placed in the hands of an attorney for collections, or if collected by any legal proceedings, BUYER agrees to pay A PLUS CANOPIES INC., its reasonable attorney's fee and costs incurred in the collection of sums owed. If it becomes necessary for legal actions to be taken, they will be conducted in the State of Alabama.

*ACCEPTED BY:*_____ *DATE:* _____

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

July 27, 2023

To: Cumberland County Board of Education
From: William Stepp, Director of Schools

I have appointed Dr. Rebecca Farley to serve as the District Testing Coordinator for Cumberland County Schools for the 2023-2024 school year.

Thank you,

William Stepp

• Cumberland County Board of Education 368 Fourth Street Crossville, TN. 38555
Phone: 931-484-6135 Fax: 931-484-6491

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp • Director of Schools

Teresa Boston • Board Chair

19 July 2023

To: Billy Stepp
Fr: Bo Magnusson
Re: DHA Membership Proposal

Seeking your approval of the following individuals to serve on the Disciplinary Hearing Authority Board for the 2023-2024 school year.

Bo Magnusson, Chairman
Dr. Rebecca Farley
Dr. William Maddox
Dr. Leslie Eldridge
Dr. Justin Whittenbarger
Dr. Keena Inman
Marlene Holton
Karri Hobby

• Cumberland County Board of Education 368 Fourth Street Crossville, TN. 38555
Phone: 931-484-6135 Fax: 931-484-6491

AGREEMENT BETWEEN
THE CUMBERLAND COUNTY BOARD OF EDUCATION
AND
UPLANDS RETIREMENT VILLAGE
FOR USE OF WASTEWATER TREATMENT PLANT

This Agreement is made and entered into on this the_____day of _____, _____, by and between the CUMBERLAND COUNTY BOARD OF EDUCATION, whose address is 368 4th Street, Crossville, TN 38555 (hereinafter referred to as "Board"); and, UPLANDS RETIREMENT VILLAGE, a Tennessee non-profit corporation, whose address is P.O. Box 168, Pleasant Hill, Tennessee 38578 (hereinafter referred to as "Uplands").

WITNESSETH:

WHEREAS, Uplands is-a non-profit continuing care retirement community located in the Cumberland County, community of Pleasant Hill, Tennessee; and

WHEREAS, Board is a governmental entity empowered by statute to operate and maintain public schools in Cumberland County,Tennessee; and

WHEREAS, Pleasant Hill Elementary School is a facility maintained by Board which is in close proximity to the Uplands Community; and

WHEREAS, the parties previously entered into a PRELIMINARY AGREEMENT dated May 29, 2008, wherein Uplands agreed to increase the capacity of its waste water treatment facility to accommodate and treat the wastewater of Pleasant Hill Elementary School, estimated to have an enrollment of approximately 1,000 students at the time of said contract; and for Board to connect Pleasant Hill Elementary School to said waste water treatment facility and pay Uplands certain monies for connecting to said facility, and certain fees on a monthly basis for waste water treatment;

and

WHEREAS both parties fulfilled the respective obligations imposed upon each by the terms of the PRELIMINARY AGREEMENT; and

WHEREAS, the term of the former PRELIMINARY AGREEMENT has expired; and

WHEREAS, the annual usage of Pleasant Hill Elementary School has increased from approximately 1,223.333 gal. to 1,300,000 gal. per year.

WHEREAS, the rate from West Cumberland Utility District has increased from $4.50 per 1,000 gal., to $15.21 per 1,000 gal.; and

WHEREAS, the parties wish to renew and memorialize their agreements with one another, consistent with the changes noted herein:

NOW, THEREFORE, in consideration of the recitals, mutual promises and covenants herein contained, the Board and Uplands hereby agree as follows:

1. All recitals set out above are true and correct.
2. Uplands agrees maintain the capacity of its current sewage treatment plant to accommodate up to 1,000 students at Pleasant Hill Elementary School;
3. The Board agrees to pay to Uplands a monthly fee of $1,647.75 per month. That fee is calculated by estimating the current annual water usage fee for the Pleasant Hill Elementary School, which was 1,300,000 gallons. The annual water usage rate is multiplied by a rate of $15.21 per 1,000 gallons of water and divided by 12 to calculate the monthly fee.
4. The rate of $1,647.75 per month shall remain in effect through August 31, 2027, at which time, if the parties intend to extend this agreement as contemplated herein below in Par. 7, the rate shall be recalculated using the water usage from 2026.

5. The Board shall be responsible for the maintenance of a grease trap pursuant to the specifications (both as to initial design and frequency of maintenance) as specified by Uplands engineers. The Board shall meticulously follow the maintenance schedule dictated by Uplands, engineers. Should the Board not maintain the grease trap in accordance with the specifications of Uplands' engineers, the Board shall be responsible for any remedial actions necessary and any costs associated with those remedial actions.
6. Uplands shall be responsible for the day-to-day operation and maintenance of the sewer plant, and Uplands agrees to maintain the sewer plant in good working order and to comply with appropriate local, state, and federal regulations regarding sewer facilities.
7. This Agreement shall be for a term of four (4) years and shall renew for an additional four (4) year period unless either party gives notice to the other in the last six (6) months of the initial four year term of its intent to cancel the Agreement.
8. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid, and addressed as follows:

Director of Schools
Cumberland County Board of Education
368 4th Street
Crossville, Tennessee 38555

Executive Director
Uplands Retirement Village
P.O.Box168
Pleasant Hill, Tennessee 38578

9. Board, Uplands, and their respective representatives, agents, and employees agree to

cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiations between the Chairperson of the School Board, the Director of Schools, the Executive Director of Uplands, and his or her respective designees.

10. This Agreement may be modified only by agreement of the parties, in writing.

11. The parties acknowledge that the daily treatment capacity of the sewer plant is approximately 66,000 gallons, but that the discharge permit granted to Uplands by the State of Tennessee is limited to 40,000 gallons per day. Board further understands that should the effluent produced by the plant exceeds 40,000 gallons per day, which is the limit of the current discharge permit granted to Uplands by the State of Tennessee, the State may mandate that the excess of over 40,000 gallons per day of effluent be handled through a land application or drip irrigation system.

    If the effluent produced by the sewer plant exceeds 40,000 gallons per day and the engineering surveys confirm that a land application or drip irrigation system is possible with the land available, the Board agrees as follows:

    a) To negotiate the portion of the expense required to install a land application/drip irrigation system for treatment of the effluent in the excess of 40,000 gallons per day; and,

    b) To lease approximately five (5) acres for installation of a land application/drip irrigation system.

12. Uplands Retirement Village will remain responsible for maintaining the existing pumps and mechanical equipment to which it previously received title from the Board;

DRAFT

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and date first above written.

Cumberland County Board of Education

By _____
William Stepp
Director of Schools

By _____
Teresa Boston
Chairperson

Uplands Retirement Village

By _____
Herschel Murner
Executive Director

DRAFT

State of Tennessee)
)
County of Cumberland)

Before me, the undersigned authority, a Notary Public in and for said State and county, personally appeared HERSCHEL MURNER, with whom I am personally acquainted, (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be Executive Director of Uplands Retirement Village, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself as such officer.

WITNESS my hand and seal of office this _____day of _____, 2023

_____
NOTARY PUBLIC

My commission expires:_____

State of Tennessee)
)
County of Cumberland)

Before me, the undersigned authority, a Notary Public in and for said State and County, personally appeared WILLIAM STEPP and TERESA BOSTON, with whom I am personally acquainted, (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged themselves to be Director of Schools and Chairperson, respectively, of Cumberland County Board of Education, and that they as such officers, being authorized so to do executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by themselves as such officers.

WITNESS my hand and seal of office this _____ day of _____, 2023.

_____
NOTARY PUBLIC

My commission expires:_____

DRAFT

UPLANDS VILLAGE
LIVING WITH PURPOSE

May 25, 2023

Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Director of Schools and Chair of Board of Education:

It has been brought to our attention the attached contract between The Cumberland County Board of Education and Uplands Village dated May 29, 2008, has long expired. It is our intent to continue the relationship with the school system and specifically Pleasant Hill Elementary School.

Uplands Village has not increased the rate since 2008. An updated monthly fee has been determined after reviewing the current water rates from the West Cumberland Utility District and estimating an increase in the school's annual usage from 1,233,333 gallons to 1,300,000 gallons per year. The current rate from WCUD is $15.21 per 1,000 gallons. This calculates to $19,773 per year or $1,647.75 per month. This new monthly fee of $1,647.75 will be effective July 1, 2023.

Please let us know if you have any questions and we thank you for the partnership we share with our Pleasant Hill community.

Sincerely,

Herschel Murner
Executive Director

P.O. Box 168, Pleasant Hill, TN 38578 • 931-277-3518
UPLANDSVILLAGE.COM

WCUD
West Cumberland
Utility District

Minimum charge	$25.00 includes 1,000 gallons
1,001 – 2,000 gallons	$12.13 per 1,000
2,001 – 3,000 gallons	$12.33 per 1,000
3,001 – 4,000 gallons	$12.84 per 1,000
4,001 – 9,000 gallons	$13.05 per 1,000
9,001 gallons and up	$15.21 per 1,000

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Site by IWD

Cumberland County Board of Education

2023-2024 Annual Planning Calendar

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

WORK SESSIONS OR RETREAT TOPICS

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

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

JANUARY

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

FEBRUARY

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

MARCH

- ☐ Certification of Textbook Adoptions 4.401
- ☐ Budget Preparation

APRIL

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

MAY

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

JUNE

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

ON GOING

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

Cumberland County Board of Education

2023-2024 Annual Planning Calendar

CUMBERLAND COUNTY SCHOOLS
ENGAGE INNOVATE EMPOWER

William G. Stepp ● Director of Schools Teresa Boston ● Board Chair

07/17/2023

Mr. Stepp and Cumberland County Board of Education,

I am submitting to you the Cumberland County School Nutrition Program's staff changes:

New Hires:

Name	Location	Date	Replacing
Jessica Webb	North Cumberland Café	07/25/2023	Gladis Dean
Lois Williams	Martin Elementary Café	07/25/2023	Helen Bray (moved to FT)
Sharon Tackett	Martin Elementary Café	07/25/2023	Jennifer Temple (moved to Sub)

Resignations/Retirements:

Name	Location	Date	Status
Sarah McCreery	SMHS Café	07/16/2023	Resignation

Transfers:

Name	Location (From/To)	Date	Replacing
Cindy Demetro	CCSNP Martin Café/ Martin Teacher Assistant	08/01/2023	Open Teacher Assistant Position
Helen Bray	Martin Part Time to Martin Full Time Position	08/01/2023	Cindy Demetro
Jennifer Temple	Martin Café/Café Sub	08/01/2023	N/A
Summer (Hamby) Brannum	CCSNP Field Position/Martin Certified Position	08/01/2023	Kim Nelson (4th Grade Math)

Terminations:

Name	Location	Date	
N/A			

All background check requirements have been completed.

Respectfully,
Kathy Hamby
Kathy Hamby
School Nutrition District Supervisor
Cumberland County Board of Education – Central Services

Board Date:7-27-23

CERTIFIED

New Hires:

Name	Location	Date	Replacing
Rebecca Beaty	BES	8/1/23	Autumn Langley
Brittney Pepitone	BES	8/1/23	Michelle Cole
Arriana Littlefield	BES	8/1/23	Julie Iles
Sean Eckert	CCHS	8/1/23	Shawn Cooley
Teresa Butson	CCHS	8/1/23	Krista Moomey
Wendy Talkington	CCHS	8/1/23	Dawn Shaw
Susan Denton	COE	8/1/23	New Hire
Martha Jones	COE	8/1/23	New Hire
Leah Threet	COE	8/1/23	New Hire
Eva Young	COE	8/1/23	New Hire
Laura DeLorenzo	COE	8/1/23	New Hire
Autumn McCall	COE	8/1/23	New Hire
Miranda Andreasen	HES	8/1/23	Denise Bailey
Christine Wirey	HES	8/1/23	New Hire
Laura Hillis	HES	8/1/23	New Hire
Abbie Bouldin	HES	8/1/23	Gretchen Thurman
Ina Maxwell	HES	8/1/23	New Hire
Mackenzie Clark	MES	8/1/23	New Hire
Summer Brannum	MES	8/1/23	New Hire
Emily Varney	MES	8/1/23	Cindy Andrews
Stacey Watkins	PHS	8/1/23	Leslie Landrem
Jeffery Guittar	PHS	8/1/23	Jennifer Barnwell
Aleysah Cooper	SMHS	8/1/23	Maria Dixon
Michelle Bernard	SMHS	8/1/23	Wanda Woods
Tracey Velong	SMHS	8/1/23	Tracey Velong
Julie Ness	SMHS	8/1/23	James Boone
Kimberly Vashaw	SMHS	8/1/23	Melissa Miller
Jamie White	SCE	8/1/23	New Hire
Connie Austin	SCE	8/1/23	New Hire
Alli Smith	SCE	8/1/23	Brandi Dixon
Theresa Tanner	Stone	8/1/23	New Hire
Denise Bailey	Stone	8/1/23	New Hire
Beth Troyer	Stone	8/1/23	New Hire
Tena Davidson	Stone	8/1/23	New Hire
Patricia Calahan	Central	8/1/23	New Hire
Holly Libbey	Central	8/1/23	New Hire
Lillian Fox	Central	8/1/23	New Hire
Sharon Daniels	Central	8/1/23	New Hire
Diane Ferguson	BES	8/1/23	New Position
Melissa Smith	BES	8/1/23	Hannah VanWinkle
Richard Darnell	CCHS	8/1/23	Rick Brown
Connie Lustig	CCHS	8/1/23	Stacy Smith

Jolene Fields	CCHS	8/1/23	Lauren Petersen
Kayla Watson	COE	8/1/23	Timothy Hess
Annette King	PVE	8/1/23	New Hire
Angela Nealon	PVE	8/1/23	New Hire
Rodney Tarleton	SMHS	8/1/23	Calvin Kemmer

Resignations/Retirements

Name	Location	Date	Status
Tina Niles	PVE	6/30/23	Resign
Laurel Barnett	MES	6/30/23	Resign
Lesley Williams	SMHS	6/21/23	Resign
Kathleen Chevier	MES	6/6/23	Resign
Lindsey Armes	COE	7/10/23	Resign
Allysa Atkinson	PHS	7/10/23	Resign
Rhonda Dodson	PHS	7/14/23	Resign
Heather Bean	SCE	7/14/23	Resign

Transfers

Name	From/To	Date
Jason Conforti	Phoenix/Central	8/1/23
Lauren Petersen	CCHS/Central	8/1/23
Amanda Baldwin	HES/COE	8/1/23
Johnny Sweeten	NCE/HES	8/1/23
Rachel Davis	CCHS/MES	8/1/23
Carrie Pennington	CCHS/Phoenix	8/1/23
Tiffany Reeves	Central/Phoenix	8/1/23
Calvin Kemmer	SMHS/Phoenix	8/1/23
Julie Iles	BES/PHS	8/1/23
Kim Nelson	MES/PHS	8/1/23
Daniel Gibson	Stone/PVE	8/1/23
Shannon O'Neal	NCE/SMHS	8/1/23
Kristen Moomey	CCHS/SCE	8/1/23
Amanda Capps	Central/Stone	8/1/23
Cristy Cotton	HES/Stone	8/1/23
Sarah Wheeler	HES/Stone	8/1/23
Leigh Ann Burgess	PHS/South	8/1/23
Sarah Hunter	PHS/South	8/1/23
Gretchen Darnell	NCE/CCHS	8/1/23
Jennifer Lawrence	SMHS/HES	8/1/23
Kelsey Eller	COE/HES	8/1/23
Tracy Bramer	HES/MES	8/1/23

Christine Oliver	COE/MES	8/1/23
Ashton Hayes	MES/NCE	8/1/23
Chasity Bohannon	SMHS/PHS	8/1/23
Tori Moss	COE/SCE	8/1/23

Terminations

Name	From/To	Date

NON-CERTIFIED

New Hires:

Name	Location	Date	Replacing
Charles Barker	BES	7/17/223	Melissa Hartman
Sharon Wanamaker	CCHS/SMHS	7/17/23	New Hire
Laura Beard	COE	8/1/23	Margie Burns
Heather Kinsey	HES	8/1/23	Janet Parke
Barbi Clouse	HES	7/27/23	Vickey Eller
Wayne Briggs	Maintenance	7/3/23	PT to FT
Cynthia Demetro	MES	8/1/23	New Hire
Monica Graham	PHS	8/1/23	Maddie Bernabei
Hollie Russell	PVE	8/1/23	New Hire
Jane Hulburt	BES	8/1/23	Peggy Brown
Angel Canfield	SMHS	8/1/23	Jennifer Lawrence
Valerie Whitcomb	CCHS	8/1/23	Therese Swafford
Katelynn Estes	HES	8/1/23	New Position
April Duncan	HES	8/1/23	Tonia Tollett
Makayla Carr	Phoenix/Baby Birds	7/18/23	New Position

Resignations/Retirements:

Name	Location	Date	Status
Riley Young	NCE	5/30/23	Resign
Melissa Hartman	BES	6/22/23	Resign
Maxine Beaty	SMHS	7/17/23	Resign

Transfers

Name	From/To	Date
Dreama Webb	HES/SPED Central	8/1/23
Tanner Kirkland	Stone/SMHS	8/1/23
Alexis Holton	HES/Stone	8/1/23
Pamela Connolly	HES/Stone	8/1/23
Gabby Hedgecoth	HES/Stone	8/1/23

Terminations

Name	From/To	Date

CCHS August 2023 Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Convocation Day @ SMHS	2	3 Registration 10:00 Dismissal Golf @ Golden Eagles 1pm	4 Administrative Day No Students Friday at the Crossroads	5 Lady Jets Soccer Warren Co and Stone 10am
6	7 First Full Day of School Lady Jets Soccer @ Cookeville 5pm JV 7pm Varsity Golf @ Golden Eagles 9am	8 Lady Jets Soccer @ Redbank 5pm	9	10 Golf @ Tansi 1pm	11	12
13	14 Volleyball @ Smith County 5pm	15 Underclassman & Staff Pictures 8 am Golf @ Tansi 9am Soccer Kingston HS 5:30pm	16 Senior Pictures Wrestling Complex 9-5	17 Senior Pictures Wrestling Complex 9-5 Volleyball @ Watertown 5pm	18 Senior Pictures Wrestling Complex 9-5 Soccer Smoky Mt. Cup Football @Scott Co. 7:30	19 Soccer Smoky Mt. Cup
20 Soccer Smoky Mt. Cup	21 Golf @ McMinnville 1pm JV Football @ Livingston 6pm	22 Volleyball @ Stone 5pm	23	24 Lady Jets Soccer Oliver Springs HS 6pm Volley Ball @ Livingston 5pm Golf @ Hidden Valley 1pm	25 Football @ Bledsoe Co. 7pm	26
27	28	29	30	31		

	FFA Back to School Bash Golf @ Heather Hurst 1:30pm Volleyball @ Whitwell 5pm JV Football vs. York 6pm	Lady Jets Soccer @ Onieda 5pm Volleyball vs. Upperman 5pm		Jady Jets Soccer Anderson Co 6pm Golf @ Bear Trace 1pm		

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Convocation Full Moon #1	2 Admin Day	3 10am Dismissal	4 Admin Day	5
6 American Family Day	7 First Full Day	8 International Cat Day	9 National Book Lovers Day	10	11	12
13	14	15	16 Tell A Joke Day	17	18 National Fajita Day	19 National Potato Day
20	21	22 World Plant Milk Day	23	24 BOE Meeting	25	26 Women's Equality Day
27 National Just Because Day	28	28	30 National Beach Day	31 Full Moon #2		

August SMHS

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	Aug 1 Convocation	2 Admin Day (No Stude	3 Student's First Day di 10am Fall Sport Pic 1pm County SPED M 1pm ESL meeting 2 more	4 Admin Day (No Stude	5 Volleyball Play Day @ 8am Girls Soccer Pl
6	7 First Full Day for Stuc	8	9	10 3:30pm Fairest of th	11 3:30pm Fairest of th 6pm Girls Soccer v (	12 9am Fairest of the F
13	14 5pm Volleyball @ W	15 5pm Volleyball v Wa 6pm Girls Soccer @	16	17 Senior Makeup/Retak 3:15pm Volleyball @ 6pm Girls Soccer @	18 Volleyball Tourney in Knoxville 7pm Football @ Coc	19 6am DEKA Spartan 4pm Junior Panther
20	21	22 Underclassmen Phot 5pm Volleyball v Cu	23	24 5:30pm Volleyball @ 6pm Girls Soccer v	25 Girls Soccer Gatlinburg Tournament BOD Activity Schedul 7:30am Club Sign u 6:30pm Football @	26 Volleyball @ White C 4pm Junior Panther
27 12:30pm SSSB Rehe	28 5pm Volleyball v Me	29 4pm Volleyball v Liv	30	31 6:30pm Girls Socce	Sep 1 7pm Football v CCH	2

Cumberland County Board of Education

Monitoring: **Review: Annually, in July**	Descriptor Term: **Board Members Legal Status**	Descriptor Code: **1.102**	Issued Date: **09/22/22**
		Rescinds: **1.102**	Issued: **05/26/22**

The legal status of board members shall be as follows:

NUMBER [1]

The Board is composed of nine (9) members.

QUALIFICATIONS

Members of the Board shall be residents elected from districts of substantially equal population, and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.[~~2~~ 1]
To qualify as a candidate, an individual must show proof of:

1. Graduation from high school or receipt of a ~~G.E.D or HiSET[3]~~ high school equivalency credential approved by the State Board of Education; [2] and

2. ~~and be a~~ Being a qualified voter and resident in the county for one (1) year prior to the qualifying deadline for running as a candidate.[~~4~~ 1]

No member of the county legislative body nor any other county governmental official shall be eligible for election as a member of the county Board of Education.[5]

TERMS OF OFFICE[~~1~~]

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

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, voluntary permanent change of residence from the district, which elected him/her, removal or through due process proceedings.[~~6~~ 4]

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body.[~~7~~ 5]Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1) Public Acts of 2023. Chapter No 114
3. TCA 49-2-202(a)(4)

4.~~Public Acts of 2022, Chapter No. 809 5. TCA 49-2-202(a)(2)~~ TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)

5. TCA 49-2-202 (e) (1)

6.~~TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2);Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)~~

~~7. TCA 49-2-202(e)(1)~~

Cumberland County Board of Education

Monitoring: **Review: Annually, in September**	Descriptor Term: **Code of Ethics**	Descriptor Code: **1.106**	Issued Date: **04/27/23**
		Rescinds: **1.106**	Issued: **08/28/08**

CODE OF ETHICS
CUMBERLAND COUNTY

General[1]

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

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

~~**Disclosure of personal interest in voting matters.**~~

~~A Board member or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the Board member or employee's vote on the measure. In addition, the Board member or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.~~

~~**Section 3. Disclosure of personal interest in voting matters.**~~

~~A Board member or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's Board member or employee's vote on the measure. In addition, the Board member or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.~~

~~**Section 4. Acceptance of gifts and other things of value.** A Board member or employee, or Board member or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.~~

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

~~Section 5.~~ ETHICS COMPLAINTS

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

Questions and complaints regarding violations of this Code of Ethics ~~governing ethical conduct should~~ shall be directed to the Chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint, and ~~shall~~ include details as to the facts surrounding the complaint.

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

The Ethics Committee may:

(1) Refer the matter to the Board Attorney

(2) In the case of a Board member, refer the matter to the school Board of Education for possible public censure if warranted;

(3) In the case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action, if warranted; or

(4) In a case involving possible violation of state statutes, refer the matter to the District Attorney for possible ouster or criminal prosecution.

~~The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.~~

~~**Section 6. Definitions:**~~

~~(1) "School district" means Cumberland County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the school district of an official of the school district.~~

~~(2) Board members and employees" means and includes any Board member, whether elected or appointed, officer, employee or servant, or any member of any Board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.~~

~~(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the Board member or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.~~

POINT OF CONTACT[2]

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

Legal References

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

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Emergency Preparedness Planning and Training**	**3.202**	**08/25/22**
		Rescinds: **3.202**	Issued: **09/26/19**

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

The principal of each school shall develop and implement emergency preparedness drills, which, shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. ~~These procedures shall be in written form and distributed to all staff, students, and parents.~~ However, the procedures/plans shall not be open to the public for inspection. In addition, any meetings involving school safety plans are not subject to the open meeting laws.

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1)fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. ~~one of which must occur within the first 15 full days of the school year~~.[2] Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

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

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

~~**ARMED INTRUDER DRILLS**~~ **ANNUAL DRILLS** [4]

~~The Director of Schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually within the first 30 days in coordination with local law enforcement.~~[4]

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

1. An armed intruder drill in coordination with local law enforcement;
2. An incident command drill; and
3. An emergency safety bus drill.

AED DRILLS[5]

All schools with an Automated External Defibrillator (AED) shall conduct a Cardiopulmonary Resuscitation (CPR) and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall ~~be responsible for ensuring~~ ensure the drill occurs.[5]

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

MEDICAL EMERGENCIES/PANDEMIC FLU[6]

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

RECORD OF DRILLS

A record of all fire or safety drills, including the time and date shall be ~~kept~~ maintained ~~in~~ at each school.~~'s office.~~

REMOTE LEARNING DRILLS[7]

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807 Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. ~~Public Acts of 2022, Chapter No. 936~~ TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Enrollment in College Level Courses**	**4.205**	**01/26/23**
		Rescinds: **4.205**	Issued: **08/26/21**

General

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

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

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

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

NOTIFICATION[1]

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

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

COLLEGE LEVEL COURSES[2]

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

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

MIDDLE COLLEGE

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

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

Legal References

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in November**	Descriptor Term: **Extracurricular Activities**	Descriptor Code: **4.300**	Issued Date: **05/25/23**
		Rescinds: **4.300**	Issued: **09/22/22**

The following guidelines shall be followed in administering the student activities program:

1. The Board shall initially approve each specific extracurricular activity so that proper support and supervision may be assured.

2. Each student activity shall be under the guidance and direction of a staff member

3. ~~The principal, after obtaining the recommendation of the faculty and the Director of Schools, shall determine which clubs and organizations will be permitted.~~ All extracurricular activities at the school level shall have the approval of the principal.

~~3.4 Each student activity must be under the guidance and direction of a Cumberland County school employee, who must be present at all times, to include on-board student transportation. Level III approved volunteers do not have to have a school employee present.~~ Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.

5. All student activities must have the approval of the principal.

6. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.

7. Secret organizations shall not be operated in any school.

8. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time, which conflicts with his religious practices.[1]

9. ~~School-sponsored student~~ Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events, which cannot be scheduled otherwise.

10. Student groups shall not participate in state or national activities, which are not listed as, approved activities by regional accrediting associations or state and national principals' associations without the approval of the Director of Schools.

11. A student on in-school or out-of-school suspension shall not be permitted to participate in school-sponsored activities.

12. Activities, which restrict participation because of race, color, religion, sex, disabilities, or national origin, are forbidden.[2]

13. ~~Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.~~

~~14. Students must have attended school at least one-half day to participate in extracurricular activities on any given day.~~

STUDENT CLUBS & ORGANIZATIONS[3]

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

Legal References

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

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200
~~Administrative Procedures Volunteer Selection and Screening 4.501~~

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Library Materials**	**4.403**	**08/25/22**
		Rescinds: **4.403**	Issued: **01/25/18**

General

The Director of Schools/Designee shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.[1] The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit; and

4. The collection as a whole shall offer a variety of viewpoints.

COMPLAINTS

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

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

3. Inform the principal (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

5. Upon receipt of the completed form, the principal shall notify the Director of Schools.

6. The principal ~~shall~~ may request review of the challenged materials by an ad hoc materials review committee within ten (10) days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.

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

a. Read, view, or listen to the contested material in its entirety;
b. Check general acceptance of the material by reading recognized and evaluative reviews;
c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school;
d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
e. Present a recommendation to the Director of Schools and the Board.

8. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.

Tier Two

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

Tier Three

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

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

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); ~~Public Acts of 2022, Chapter No. 744~~
2. Public Acts of 2023, Chapter No. 472

Cross References

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Grading System**	Descriptor Code: **4.600**	Issued Date: **02/23/23**
		Rescinds: **4.600**	Issued: **07/28/22**

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.[1]

The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.[2] These guidelines shall be communicated annually to students and parents/guardians.[1]

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

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)[1]

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

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Letter grades transferred into the Cumberland County School System will be converted to numerical grades for figuring class rank and scholarship purposes. Each letter grade will be assigned a numerical grade that falls within the mid-point of the grade scale used in this system.

Transfer Scale: A+ = 100; A = 95; A- = 90; B+ = 89; B = 85; B- = 80; C+ = 79; C = 75; C- = 70; D+ = 69; D = 65; D- = 60; F = 59

This grading system shall be uniform throughout the school system for each grade.

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

- ~~Honors Courses – three (3) percentage points.~~
- ~~Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and~~
- ~~Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.~~

~~Beginning with the senior class of 2019-20~~

GPA calculations will be called Lottery GPA and Local Weighted GPA. The Lottery GPA will be based on a 4.0 scale. The Local Weighted GPA will be based on a 5.0 scale. Teachers will continue to add additional points to the final grade of the course, and the following guidelines will be adhered to:

- One half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the honors course.
- One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course, Dual Enrollment Course, or an Advanced Placement Course.

Final Grade notification

- Honors courses – will receive three points added to their final grade
- Dual enrollment courses – ~~students must be enrolled at Roane State Community College (RSCC) and/or Tennessee College of Applied Technology (TCAT)~~ Students must be enrolled in a post-secondary institution to receive four additional points to their final grade.
- Statewide dual credit courses - students enrolled in a statewide dual credit course must sit for the dual credit exam in order to receive four additional points on their final grade.
- AP courses – In order to receive five additional points, students are required to take the corresponding AP exam.
- Industry Certifications – CTE courses that are aligned to an industry certification recognized by the Tennessee Department of Education will receive an additional four points if the student sits for the industry certification exam.

LOTTERY SCHOLARSHIPS[3]

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

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

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

LOTTERY SCHOLARSHIP DAY

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

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Cross References

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: Graduation Recognition/Latin Classification ~~Class Ranking~~	Descriptor Code: **4.602**	Issued Date: **06/25/20**
		Rescinds: **4.602**	Issued: **02/27/20**

~~Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors.~~

Final grade average earned in each class grades 9, 10, 11 and the first semesters of grade 12 are used in determining final class standing. This standing is based on ~~a combination of Grade Point Average (GPA) and the Quality Point Average (QPA),~~ the local weighted (GPA).

~~To determine your Quality Point Average (QPA) each course is given a point based on its classification as regular, honors, AP, dual credit, or dual enrollment class. Add your total and divide by the number of classes taken. This calculation will be between 0.0 and 6.0.~~

~~Regular classes receive: A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pt, F = 0 pts.~~
~~Regular half credit classes receive: A = 2 pts, B = 1.5 pts, C = 1 pt, D = .5 pts, F = 0 pts.~~
~~Honors classes receive: A = 4.5 pts, B = 3.5pts, C = 2.5 pts, D = 1.5 pts, F = 0 pts.~~
~~Half credit honors classes receive: A = 2.25 pts, B = 1.75 pts, C = 1.25 pts, D = .75 pt., F = 0 pts.~~
~~AP and Dual, credit classes receive: A = 5 pts, B = 4 pts, C = 3 pts, D = 2 pts, F = 0 pts.~~
~~AP and Dual half credit classes receive: A = 2.5 pts, B = 2 pts, C = 1.5 pts, D = 1 pts, F= 0 pts.~~

~~Beginning with the Class of 2020~~
GPA calculations will be called Lottery GPA and local weighted GPA. The Lottery GPA will be based on a 4.0 scale. The local weighted GPA will be based on a 5.0 scale. The local weighted GPA will be calculated on all course work using the Cumberland County Grading Scale. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes (to be called Lottery GPA). Both the Cumberland County local weighted GPA and the Lottery GPA will appear on the official transcript. Upon request by the student, that student's class rank will be released for the purpose of scholarships and/or extended education.

~~Teachers will continue to add additional points to the final grade of the course, and the following guidelines will be adhered to:~~

- ~~One half (1/2) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the honors course.~~[2]
- ~~One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in a Statewide Dual Credit Course, Industry Certification Aligned Course, Dual Enrollment Course, or an Advanced Placement Course.~~[2]

~~Final Grade notification~~

- ~~Honors courses – will receive three points added to their numeric final grade~~
- ~~Dual enrollment courses – students must be enrolled in a post-secondary institution to receive four additional points to their final numeric grade.~~
- ~~Statewide dual credit courses - students enrolled in a statewide dual credit course must sit for the dual credit exam in order to receive four additional points on their numeric final grade.~~
- ~~AP courses – In order to receive five additional points, students are required to take the corresponding AP exam.~~[1]
- ~~Industry Certifications – CTE courses that are aligned to an industry certification recognized by the Tennessee Department of Education will receive an additional four points if the student sits for the industry certification exam.~~
- ~~If the additional weighting is awarded prior to participation in the culminating exam and the student does not participate in the culminating exam, the additional points will be removed.~~

~~Students who are able to register for enough credits to meet graduation requirements are classified as seniors.~~

In the determination of academic recognition, Cumberland County Schools will utilize the following Latin system based on local weighted GPA:

Summa Cum Laude	4.25 and above
Magna Cum Laude	4.00 – 4.24
Cum Laude	3.75-3.99

All grades earned in grades 9, 10, 11 and the first semester of grade 12 are considered for determining final class standing.

The valedictorian and salutatorian will be chosen using the following criteria:

- ~~Student must be a graduating senior enrolled full time at the home base school in physical attendance.~~
- Student must qualify for the highest Latin System honor award at the respective high school.
- Student must meet the benchmarks on the ACT (benchmarks: Math 22, Science 23, English 18 and Reading 22) or equivalent on the SAT.
- Valedictorian and salutatorian will have the two highest numerical averages of the final course grades in the top half of the Summa Cum Laude graduating class.
- The student must have been enrolled and in physical attendance 2 of the 4 semesters immediately preceding their senior year.

- In the event multiple students meet all of the aforementioned criteria and a tie still exists, the highest achieved ACT composite controls.
- ~~Middle College course work will not be factored in determination of valedictorian and salutatorian.~~
- ~~Middle College students will have all college coursework transcribed into their official course record. These students will receive a CCHS Middle College or an SMHS Middle College class rank separate from high school students not classified as Middle College students.~~

~~Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media.~~

~~Each school department or club, which presents honors or awards or conducts contests will file with the principal the name of the honor, award or contest; the basis for selection of the award and honor; the method of participation; and the reason for the contest.~~

~~To become valedictorian or salutatorian, a student must be enrolled and in physical attendance in the high school during the entire first semester of their senior year. The student must also have been enrolled and in physical attendance 2 of the 4 semesters immediately preceding their senior year. The grades from the final semester of their senior year will not be used in determining class standing.~~

Legal References	Cross References
1. TCA 49-6-407 TRR/MS 0520-01-03.05 (3)(c)	Grading System 4.600
2. Tennessee State Board of Ed. Policy 3.301	Graduation Requirements 4.605

Cumberland County Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Graduation Requirements**	Descriptor Code: **4.605**	Issued Date: **10/28/21**
		Rescinds: **4.605**	Issued: **08/26/21**

General

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

Before high school graduation, every student shall:[1]

1. Achieve the specified twenty-two (22) units of credit; (For Phoenix and Special Education) 27 units of credit for Cumberland County High School and Stone Memorial High School
2. Take the required end of course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the American College Testing (ACT) or Scholastic Assessment Test (SAT) prior to graduation;[2] and
5. Pass a United States civics test.[3]

SPECIAL EDUCATION STUDENTS[4]

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

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

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:[5]

1. Completed four (4) years of high school;
2. Made satisfactory progress on their Individualized Education Program (IEP); and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:[1,4]

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

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

~~Students who have received a special education diploma or an occupational diploma shall be permitted to continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.~~

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:[4]

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

STUDENT LOAD

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the director of schools and then to the board.[6]

EARLY GRADUATION[7]

Student has met all Tennessee and Cumberland County Board of Education requirements for graduation.

"MOVE ON WHEN READY" EARLY GRADUATION[7]

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

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

1. Earn the required seventeen (17) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative Grade Point Average (GPA) of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
    a. Advanced Placement (AP);
    b. International Baccalaureate (IB);
    c. Dual enrollment; or
    d. Dual credit.

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

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06
7. TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2021, Chapter No. 493

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Cumberland County Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Application and Employment**	Descriptor Code: **5.106**	Issued Date: **07/22/21**
		Rescinds: **5.106**	Issued: **01/24/19**

APPLICATION

An individual desiring a position with the Cumberland County School District shall make application to the Director of Schools on forms approved by the Board. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children[1]. ~~The district shall require criminal history background checks, fingerprinting, physical, and 10-panel drug screen of all applicants during a post-offer phase of employment.~~[1] If applying for a teaching position, the Director of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.[2]

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

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board ~~may~~ shall reimburse the applicant if a position is offered and accepted.[4]

Professional Employees

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

No person shall be employed who:

1. Does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;[6]

2. Has been identified by the Department of Children's Services or on a similar registry in another jurisdiction as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety or welfare of children.[7]

3. Is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health or on a similar registry in another jurisdiction.[7]

4. Does not present a physician's certificate showing a satisfactory health record or who has any contagious or communicable disease in such form that might endanger the health of school children;[8]

5. Refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]

6. Fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;

7. Does not receive a satisfactory background check. [10]

Support Employees

No person shall be employed who:

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

EMPLOYMENT

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

Initial Employment for Professional Employees

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

~~*School Bus Drivers Additional Requirements*[13]~~

~~All new school bus drivers must meet the following requirements:~~

~~1. Be at least 25 years old;~~
~~2. Possess at least five consecutive years of "unrestricted" driving experience; and~~
~~3. Possess "good character, competency and fitness."~~

~~The new law applies only to persons who receive an "initial school bus endorsement" after January 1, 2018. It does not apply to persons who already possess a school bus endorsement on January 1, 2018. Also, it does not apply to persons who renew or reinstate a license issued prior to January 1, 2018, that included a school bus endorsement.~~

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106 ~~Public Acts of 2021, Chapter No. 211~~
7. TCA 49-5-413(e) Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)
13. ~~TCA 55-50-302~~

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

Background Investigations 5.118
Recommendations and File Transfers 5.203

Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Cumberland County Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Sick Leave**	Descriptor Code: **5.302**	Issued Date: **04/22/21**
		Rescinds: **5.302**	Issued: **05/25/17**

PROFESSIONAL PERSONNEL

Sick leave for professional personnel shall accrue at one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.[1]

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

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

A physician's certificate may be required, on forms furnished by the Board in support of any claim for sick leave pay. ~~The Supervisor/designee shall notify Human Resources immediately when it is known that an employee is out more than four (4) consecutive days, for FMLA purposes.~~

The Supervisor/Designee shall immediately notify the Director of Schools' office if an employee is absent beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office or readily available from the county finance department.

~~Upon employment, an employee has available in advance those sick leave days to be earned in that school year. However, those days used prior to earning them will be charged against the annual accumulation. Upon termination of employment before sick leave days are earned, they shall be deducted from the final pay of the employee an amount to cover the excess sick leave days used and if such salary is insufficient, the employee shall be liable for reimbursement of any amount in excess of final leave pay.~~

Upon employment transfer of accumulated sick leave from another Tennessee school district may be credited when the Director of Schools of the district in which the accumulated leave was held provides notarized verification[3] ~~of resignation in good standing.~~[3]

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

~~Sick leave shall be defined as: illness from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the e mp loye e's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]~~

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

~~A physician's certificate may be required, on forms furnished by the Board in support of any claim for sick leave pay. The Supervisor/designee shall notify Human Resources immediately when it is known that an employee is out more than four (4) consecutive days, for FMLA purposes.~~

~~The Supervisor/Designee shall immediately notify the Director of Schools' office if an employee is absent beyond the limit of his/her sick leave accumulation.~~

~~Support personnel shall earn sick leave based on the non-certified schedule of benefits.~~

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

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

SICK LEAVE BANK

~~Separate~~ The purpose of the sick leave banks is to provide sick leave to ~~shall be available for~~ all ~~professional and support~~ personnel employees[4] who ~~are~~ have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.
~~eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Human Resource Office.~~

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

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

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

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

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

Legal References

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

Cross References

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Family and Medical Leave**	Descriptor Code: **5.305**	Issued Date: **04/27/23**
		Rescinds: **5.305**	Issued: **09/26/19**

~~**PURPOSE**~~

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

ELIGIBILITY

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

GENERAL PRINCIPLES

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

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

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

MATERNITY/PATERNITY LEAVE

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

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

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

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

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

LEAVE FOR A SERIOUS HEALTH CONDITION[~~6~~7]

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

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*[7] [8] - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in the Armed Forces. Qualifying exigencies may include:

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

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

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

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

INTERMITTENT LEAVE~~9~~ [10]

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

RESTRICTIONS

1. Notice Requirements

   a. *Employee Notice*~~10~~ [11]- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

   b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.~~11~~ [12] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.~~12~~ [13]

2. Certification Requirement~~13~~ [14]

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

   b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)~~14~~ [15]

   a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the

leave is at least three (3) weeks of duration, and the return of employment would occur during the three (3) week period before the end of the term.

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

REQUIREMENTS OF THE BOARD~~15~~ 16

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:
   a. The employee fails to return from leave after the period of leave has expired.
   b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. ~~Federal Family and Medical Leave Act of 1993,~~ 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); ~~Public Acts of 2019, Chapter No. 248~~
5. 29 CFR § 825.120(a)(3)
6. ~~29 CFR § 825.113~~ Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.~~126~~ 113
8. 29 CFR § 825.126 ~~124; 29 CFR § 825.127~~
9. 29 CFR § 825.124 ~~202~~ 29 CFR § 825.127
10. 29 CFR § 825.202 ~~302-825.304~~
11. 29 CFR § 825. 302-825.304 ~~207~~
12. 29 CFR § 825.207 ~~OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)~~
13. OP Tenn Atty Gen 94-006 (Jane 13, 1994); Plant v, Morton International, Inc., 212 F. 3d 929, 932 (6th Cir. 2000)~~29 CFR § 825.305-825.313~~
14. 29 CFR § 825.305-825.313~~602~~
15. 29 CFR § 825.602 ~~USCA § 2614~~
16. 29 USCA § 2614

1 Cross References

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Physical Assault Leave**	Descriptor Code: **5.307**	Issued Date: **04/27/23**
		Rescinds: **5.307**	Issued: **07/08/13**

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive his/her full salary and full benefits until the teacher is released by his/her physician to return to work or her/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary. [1] ~~workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.[1]~~

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

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

Legal References:

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

Cross References:

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Staff Rights & Responsibilities**	Descriptor Code: **5.600**	Issued Date: **04/27/23**
		Rescinds: **5.600**	Issued: **09/28/17**

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

~~3~~ Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment; ~~2~~ [1]

~~2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;~~

Educators have the right to [2]:

1. Be treated with civility and respect as well as having his/her professional judgment and discretion respected;
2. Have their professional judgement and discretion respected;

~~2.~~ 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;

~~3~~ 4. Provide students with a safe environment;

~~4~~ 5. Defend themselves and their students from physical violence or harm;[3]

~~5~~ 6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]

~~6~~ 7. Review all instructional material or curriculum before being utilized by students; ~~and~~

~~7~~ 8. Not be required to use his/her personal money to appropriately equip a classroom.

9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law; [5] and

10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of the employment. [6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state ~~as these affect their work~~, the policies of the Board and the procedures designed to implement them;~~5~~
2. To adhere to the Teacher Code of Ethics to the extent applicable;~~6~~ [7]

3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

4. Be courteous and helpful in interacting and responding to parents/guardians, visitors and members of the public;

5. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy and administrative procedures; and

6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

~~1. Public Chapter No. 360~~ 42 USCA § 2000e-2 (a), (b); TCA 49-6-8004
2. ~~42 USCS § 2000e-2(a) – (b); TCA 49-6-8002 – 8006~~ TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-~~4008~~ 2802
4. 20 USCA 1232g
5. TCA ~~49-5-201~~ 49-6-4301
6. TCA 49-5-~~1001 – 1005~~ 714
7. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religion in the Curriculum 4.804
Staff-Student Relations 5.610
Ethics 5.611

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Attendance**	Descriptor Code: **6.200**	Issued Date: **08/25/22**
		Rescinds: **6.200**	Issued: **10/28/21**

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

The attendance supervisor shall oversee the entire attendance program which shall include:[1]

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

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

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

Excused absences shall include:[4]

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family; funeral notice
4. Extreme weather conditions;
5. Religious observances;[5]
6. Pregnancy;
7. School-endorsed activities
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgement of the principal create emergencies over which the student has no control.
10. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days prior to day(s) to be missed. This does not include personal family vacations.

11. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.
12. Driver's license/permit appointments will be excused with proof of appointment.

Tardies including early dismissal for any reason other than the previously mentioned excuses will be considered unexcused.

The Principal shall be responsible for ensuring that:[6]

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

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

Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement Tier II of the progressive truancy plan described below prior to referral to juvenile court.

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Plan[8]

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to;

1. After three (3) unexcused absences a student will be required to meet with a school attendance representative to discuss reasons for student absences.
2. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

Tier II of the progressive truancy plan shall be implemented after the student accumulates four (4) unexcused absences, but before referral to juvenile court, and includes the following;

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

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

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

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

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

1. After the 5th unexcused absence, the student will be referred to Truancy Court.
2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited to Juvenile Court
3. The Court will be provided a report of all interventions that have been provided to support this student.

The interventions shall address student's needs in an age appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY[9]

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

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signature of the student and parent/guardian.

RELEASED TIME COURSE[10]

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

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

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

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded ~~one-half (1/2)~~ (1) unit of elective credit. The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MAKE-UP

~~Students in grades K – 8 will be allowed to make up work.~~

~~High School students will be allowed to make-up work from all excused absences. Students are allowed to make up work from the first three unexcused absences per semester.~~

~~The following guidelines will be used to submit all make-up work:~~

~~1) 1 day absent, students will have 3 school days to make up work;~~
~~2) 2 consecutive days absent, students will have 4 days to make up work;~~
~~3) 3 consecutive days absent, students will have 5 school days to make up work.~~

~~(The number of consecutive days missed +2 will equal the total number of days students are allowed to submit make-up work.)~~

All missed work from an excused absence may be made up.

All missed work from an unexcused absence may be made up at principal's discretion.

All missed work shall be completed by the end of the current grading period.

Extenuating circumstances may be appealed to the building principal.

EXAM EXEMPTIONS

"A" average and a maximum of 3 days excused absence
"B" average and a maximum of 2 days excused absence
"C" average and a maximum of 1 day excused absence

Students with any unexcused absences are ineligible for exam exemptions.

All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent. Students who are suspended from school or who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled End of Course Exams (EOC) shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

Extenuating circumstances may be appealed to the building principal.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterium.[11] If attendance is a factor, prior to credit/promotional denial, the following shall occur:

1. Parents/guardians and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION[2]

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

ATTENDANCE HEARING[12]

Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardians of their right to appeal such action within two (2) school days to the Director of Schools/designee.

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

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

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); ~~Public Acts of 2022, Chapter No. 878~~
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b) Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Home Schools**	**6.202**	**07/22/21**
		Rescinds: **6.202**	Issued: **08/27/20**

A "home school" is a school conducted or directed by parent(s)/guardian(s) for their own children. Home schools which teach K-12 where the parents/guardians are associated with an organization that conducts church-related schools[1] are exempt from the following provisions but ~~must~~ shall follow procedures issued by the State Department of Education.

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

1. ~~Submit a copy of the student's birth certificate or officially acceptable evidence of date of birth;~~ Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;

2. ~~Submit evidence of legal guardianship;~~ Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;

3. ~~Submit evidence of residency in Cumberland County;~~ Maintain attendance records, subject to inspection by the Director of Schools;

4. Submit ~~evidence of the parent or legal guardian's high school diploma or GED, or HiSET in order to conduct classes;~~[4] attendance records to the Director of Schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as required by state law; [3]~~Submit proof to the Director of Schools/designee that the home school student has been vaccinated as required by state law;~~[5]

6. Possess a high school diploma or high school equivalency credential approved be the State Board of Education; [4] ~~Submit to the Director of Schools/designee that other health services and examinations as required by law have been received by the home school student;~~[5]

7. ~~Provide notice to the Director of Schools/designee before the commencement of each school year of the intent to conduct a home school;~~ Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);

8. ~~Submit to the Director of Schools/designee the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;~~ Take actions according to state law if home school student falls behind appropriate grade level;

9. ~~Maintain attendance records, subject to inspection of the local Director of Schools/designee;~~ Submit proof to the Director of Schools that other health services and examinations as required by state law have been received by the home school student; and

10. ~~Submit attendance records to the Director of Schools/designee at the end of each school year;~~ In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

11. ~~Provide instruction for at least four (4) hours per day for the same number of instructional days as is required by state law for public schools;~~[3]

~~12. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service in grades five (5), seven (7) and nine (9);~~

~~13. Take action according to state law if home school student falls behind appropriate grade level;~~

~~14. In the event of illness or inadequacy of the home school parent/teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher; and~~

~~15. In the event of a change of residency or contact information, parents shall notify Cumberland County Schools.~~

If one or more of these requirements are not met, the Board authorizes the Director of Schools/designee to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the child has reached age ~~18~~ seventeen (17), either in the home school or in a public, private or church-related school.

FACILITIES USE

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

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

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

3. Requests for services are made known by the home school parent when notice is given to the Director of Schools/designee of the intent to conduct a home school;

4. The Director of Schools/designee investigates request and make recommendations to the Board;

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

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

RECORD ACCESS

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

STUDENT PERFORMANCE ~~6~~ 5

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

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a) TCA 49-6-3050 (b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023 ~~2021~~, Chapter No. ~~493 5.~~ 114
   ~~TCA 49-6-5001~~
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Cumberland County Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Code of Conduct and Discipline**	Descriptor Code: **6.300**	Issued Date: **05/25/23**
		Rescinds: **6.300**	Issued: **08/25/22**

The Board delegates to the Director of Schools the responsibility of developing specific codes of behavior and discipline, which are appropriate for each level of school.[1] Codes of conduct for students in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out, 1 (one) minute for each year of the student's age. Exclusionary discipline shall only be used as a measure of last resort.[2] The development of each code shall involve principals and faculty members of each level and shall be based on evidence-based behavior supports and interventions.[3]

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties to maintain a safe learning environment where orderly learning is possible and encouraged.[4] These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings. Staff members have the authority to enforce the code of conduct[3] and shall ensure that disciplinary measures are implemented in a manner that:[5]

1. Balances accountability with an understanding of traumatic behavior;

2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed in school;

3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;

4. Creates consistent rules and consequences; and

5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: RTI^{2}B, multi-tiered system of supports, or behavior intervention plans. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

MISBEHAVIORS: Level I

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

Examples (not an exclusive listing):

- ☐ Classroom disturbances
- ☐ School or class tardiness
- ☐ Cheating and lying
- ☐ Abusive language
- ☐ Non-defiant failure to do assignments or carry out directions
- ☐ Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment[6]
- ☐ Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

Disciplinary Procedures:

- ☐ Immediate intervention by the staff member.
- ☐ Determine what offense was committed and its severity.
- ☐ Determine offender and that he/she understands the nature of the offense.
- ☐ Employ appropriate disciplinary options.
- ☐ Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options:

- ☐ Verbal reprimand
- ☐ Special assignment
- ☐ Restricting activities
- ☐ ~~Assigning work details~~
- ☐ Counseling
- ☐ Withdrawal of privileges
- ☐ Strict supervised study
- ☐ Detention
- ☐ Corporal punishment
- ☐ In-school suspension
- ☐ RTI^{2}B, multi-tiered system of supports or behavior intervention plans

MISBEHAVIORS: Level II

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- ☐ Continuation of unmodified Level I behaviors
- ☐ ~~School or class tardiness~~
- ☐ Using forged notes or excuses
- ☐ Disruptive classroom behavior

Disciplinary Procedures:

- ☐ Student is referred to principal for appropriate disciplinary action.
- ☐ Principal meets with student and staff member ~~teacher~~.
- ☐ Principal hears accusation made by staff member ~~teacher~~, permits student the opportunity of explaining his/her conduct.
- ☐ Principal takes appropriate disciplinary action and notifies staff member ~~teacher~~ of action.
- ☐ Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

- ☐ Teacher/schedule change
- ☐ ~~Modified probation~~
- ☐ ~~Behavior modification~~
- ☐ ~~Social probation~~
- ☐ Peer counseling
- ☐ In-school suspension
- ☐ Transfer
- ☐ Detention
- ☐ ~~Corporal punishment~~
- ☐ Suspension from school-sponsored activities or from riding school bus
- ☐ Out-of-school suspension (not to exceed ten (10) days).
- ☐ RTI^{2}B, multi-tiered system of supports or behavior intervention plans

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- ☐ Continuation of unmodified Level I and II behaviors
- ☐ Fighting (simple)
- ☐ Vandalism (minor)
- ☐ Use, possession, sale, and/or distribution, and/or being under the influence of tobacco, ~~drugs, and/~~or alcohol
- ☐ Use, possession, sale, or distribution of drug paraphernalia
- ☐ Use, sale, distribution, and/or being under the influence of drugs
- ☐ Stealing
- ☐ Threats to others
- ☐ Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and or Hazing)

Disciplinary Procedures:

- ☐ Student is referred to principal for appropriate disciplinary action.

- ☐ Principal meets with student and staff member ~~teacher~~.
- ☐ Principal hears accusation and allows the student the opportunity to explain his/her conduct.
- ☐ Principal takes appropriate disciplinary action and notifies the staff member of the action.
- ☐ Principal may refer incident to Director of Schools and make recommendations for consequences.
- ☐ ~~If student's program is to be changed, adequate notice shall be given to the student and his/her parents/guardian(s) of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.~~
- ☐ ~~Any change in school assignment is appealable to the Board.~~
- ☐ Record of offense and disciplinary action maintained by principal or Director of Schools.

Disciplinary Options:

- ☐ In-school suspension
- ☐ Detention
- ☐ ~~Corporal punishment~~
- ☐ Restitution from loss, damage or stolen property
- ☐ Out-of-school suspension not to exceed ten (10) days
- ☐ Social adjustment classes
- ☐ Transfer
- ☐ Alternative School
- ☐ RTI^{2}B, multi-tiered system of supports or behavior intervention plans

MISBEHAVIORS: Level IV

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

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

Examples (not an exclusive listing):[8]

- ☐ Unmodified Level I, II and III behaviors
- ☐ Death threat (hit list)
- ☐ Threat of mass violence of school property or at a school-related activity*
- ☐ Extortion
- ☐ Bomb threat*

- ☐ Possession/use/transfer of dangerous weapons ~~*~~
- ☐ Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- ☐ Aggravated Assault *
- ☐ Vandalism
- ☐ Theft/possession/sale of stolen property
- ☐ Arson
- ☐ Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)*
- ☐ Use, ~~possession, sale or distribution of drug paraphernalia~~ or transfer of unauthorized substances
- ☐ ~~Use, sale, distribution and/or being under the influence of drugs~~
- ☐ Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- ☐ Electronic threat to cause bodily injury or death to another student or school employee*
- ☐ ~~Unauthorized possession of a firearm*~~

Disciplinary Procedures:

- ☐ Principal confers with appropriate staff members and with the student.
- ☐ Principal hears accusations and permits offender opportunity to explain his/her conduct.
- ☐ Parents/guardians are notified.
- ☐ Law enforcement officials are contacted.
- ☐ Incident is reported, and recommendations made to the Director of Schools.
- ☐ The principal notifies the staff members of the resolution.
- ☐ If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a disciplinary hearing.

Disciplinary Options

- ☐ ~~Expulsion~~ Other hearing authority or Board action which results in appropriate placement
- ☐ Alternative schools
- ☐ RTI^{2}B, multi-tiered system of supports or behavior intervention plans

*Designates zero tolerance offenses. ~~Expulsion/Remand for a period of not less than one (1) calendar-year subject to modification by the Director of Schools on a case-by-case basis.~~

~~**ADDITIONAL GUIDELINES:**~~

- ~~A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.~~
- ~~A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.[3]~~
- ~~A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems.~~
- ~~A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.~~
- ~~A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:~~
  - ~~pay any activity fee;~~
  - ~~pay a library or other school fine; or~~
  - ~~make restitution for lost or damaged school property.~~

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g)

Cross References

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

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Zero Tolerance Offenses**	**6.309**	**05/25/23**
		Rescinds: **6.309**	Issued: **10/22/20**

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

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

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.~~[6]~~ [7]

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

Legal References

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

Cross References

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

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Corporal Punishment**	**6.314**	**01/26/23**
		Rescinds: **6.314**	Issued: **08/23/18**

The Board authorizes the Director of Schools to determine whether corporal punishment shall be administered. If it is administered, the following guidelines shall apply: [1]

~~Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines.~~[1]

1. Corporal punishment ~~may~~ shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances. Prior to administering the punishment, the student's teacher or principal shall document that he/she has:
   a. Acted to address the student's behavior;
   b. Provided consequences to the student to address the behavior;
   c. Consulted with the student's parent/guardian; and
   d. Considered the need to conduct an evaluation to determine whether the student has a disability per federal law. [2]

2. The instrument to be used in administering corporal punishment shall be approved by the principal;

3. ~~Corporal punishment shall be reasonable;~~ Only principals, assistant principals, or teachers with the approval of the principal are authorized to administer corporal punishment;

4. Corporal punishment shall be administered in the presence of another professional employee;

5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others;

6. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time; and

7. The principal shall notify the parent/guardian any time corporal punishment is used.

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

Disciplinary records shall be filed in the school office and made available to parents/guardians or students, whichever is appropriate. ~~A copy of the report shall be sent home to parents/guardians.~~

~~In order to be excluded from corporal punishment, it is the responsibility of the parent/guardian to obtain an exclusion form and submit it to the principal of the school within two weeks of enrollment.~~

~~If corporal punishment is refused, an appropriate alternate discipline will be assigned as deemed appropriate by the administration.~~

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

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402; ~~Public Acts of 2018, Chapter No. 900~~
2. 20 USCA § 1400 et. Seq.; Public Acts of 2023, Chapter No. 275

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Alternative School Programs**	**6.319**	**04/27/23**
		Rescinds: **6.319**	Issued: **07/22/21**

General[1]

The Board shall operate an alternative school program for students in grades ~~1~~7-12 who have been suspended or expelled from regular school programs.

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

The alternative school and/or programs shall be operated in accordance with state laws and the rules of the State Board of Education and instruction shall proceed as nearly as practical in accordance with the instructional programs at the student's home school.

The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall adhere to Tennessee's academic standards.[2]

ASSIGNMENT

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

1. Level of supervision available
2. Safety considerations; and
3. Type of infraction.

The Director of Schools is not required to assign a student to the alternative school or program if the student commits one of the following:

1. A zero-tolerance offense;[4] or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school, if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.[5]

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

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

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

The Director of Schools/designee shall monitor and regularly evaluate the academic progress ofeach student enrolled in an alternative education program.

REMOVAL[8]

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

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

ADDITIONAL OFFENSES[9]

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

TRANSITION PLANS[10]

The Director of Schools/designee shall develop procedures regarding the implementation oftransition plans, ~~on a case-by-case basis,~~ for the integration of students assigned to the alternative school. ~~entering and exiting the program.~~

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C) Public Acts of ~~2021~~ 2023, Chapter No. ~~229 6~~ 279.
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(~~A~~)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

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

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Surveys, Analyses, and Evaluations**	Descriptor Code: **6.4001**	Issued Date: **02/23/17**
		Rescinds: **6.4001**	Issued: **8/28/14**

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

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ~~ability~~ opportunity to review the materials[1]. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. ~~Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation.~~ The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests.[1]

~~The Director of Schools shall develop procedures for granting such parental requests and to implement the other provisions of this policy.[1]~~

No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning: [1,2]

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

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

1. Political affiliation or voting history;

2. Religious practices; and
3. Firearm ownership.

COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING[5]

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

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

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following:[6]

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

Legal References	Cross References
1. TCA 49-2-211 Public Acts of 2023, Chapter No. 353 2. 20 USCS § 1232h 3. TCA 49-1-706 4. TCA 49-1-705 ~~5.~~ 20 USCS § 1232h(c)(4); 20 USCS § 1232h(c)(1); ~~No Child Left Behind, Part F § 1061(1)(E) – (F), (2)~~ ~~6. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(4)(A)~~	Testing Programs 4.700

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Physical Examinations and Immunizations**	Descriptor Code: **6.402**	Issued Date: **06/24/21**
		Rescinds: **6.402**	Issued: **02/25/21**

PHYSICAL EXAMINATIONS[1]

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

1. Entering school for the first time, and

2. Participation as a member of any athletic team or in any other strenuous physical activity program.

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

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere with a student's progress. Parent(s)/guardian(s) may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.[3]

The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.[3]

IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization, as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parents/ guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.[4]

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

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic[5]; ~~except in the event of a COVID-19 or any variant outbreak[5] or~~
2. Due to medical reasons if the student has a written statement from his/her doctor excusing him from such immunization.~~[7]~~[6]

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

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13 .01(l)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh/FINAL_Health_screening_guidelines_2022.pdf 20 USCA§ 1232h (c)(2)(C)
4. TCA 49-6-5001(a)(c)
5. TCA 49-6-5001(b)(2)-(3) ~~Public Acts of 2021, Chapter No. 513 6.~~ TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Version Date: June 28, 2021

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Records**	Descriptor Code: **6.600**	Issued Date: **01/23/20**
		Rescinds: **6.600**	Issued: **06/25/15**

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.[1]

The name used on the record of the student entering the school ~~system~~ district must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent/guardian does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the ~~system~~ district from another school ~~must~~ shall be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the ~~system~~ district, or to a school outside the ~~system,~~ school district copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.[2]

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).[3]

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.[4] A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school ~~system~~ district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure; [5]
2. If the disclosure is an item of directory information;[6]

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student ~~child~~; the name and address of the person responsible for the care of the student ~~child~~, and the facts requiring the report;[7]

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federal~~ly~~ or state supported education programs in the school district;[8]

5. When the school district has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;[9]

6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;[10]

7. To accrediting organizations to carry out their accrediting functions;[11]

8. To officials of another school, school district, or postsecondary institution when a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students shall be notified of the transfer and shall have a right to obtain copies of records transferred as well as an opportunity to challenge the content of the record under this provision;[12]

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;[13]

10. To make the needed disclosure to the appropriate officials in connection with ~~in~~ a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, if knowledge of the information is necessary to protect the health or safety of the students or others, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;[14]

11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;[15]

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.[16]

13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the

information will be destroyed when no longer needed for the purpose for which it was conducted; [17] and

14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. [18]

Consent to Disclose Records [19]

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:~~17~~

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.~~18~~ [20]

The record will include at least:~~18~~ [20]

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted, or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.* [21]

Legal References

1. 20 USCA § 1232g; ~~TRR/MS 0520-01-03-.03(11)~~
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq*. 20 USCA § 1232g
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B) 20 USCA § 1232g (b) (1) (J)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3) (5); 20 USCA § 1232g (b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. ~~TRR/MS 0520-01-03-.03(9)~~ 20 USCA § 1232g (b)(1)(B)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g(b)(1)(L)
17. ~~34 CFR § 99.30~~ 20 USCA § 1232g (b)(1)(K)
18. ~~34 CFR § 99.32(a)~~ 20 USCA § 1232g (b)(1)(E)
19. 34 CFR § 99.30 20 USCA § 1232g (b)(2)(A)
20. 34 CFR § 99.32 (a)
21. 34 CFR § 99.3. 99.5, TCA 49-1-704

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404
Reporting Child Abuse 6.409
Media Access to Students 6.604

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Records Inspection and Correction Procedure**	Descriptor Code: **6.602**	Issued Date: **02/06/97**
		Rescinds:	Issued:

INSPECTION PROCEDURE

Parent(s)/ guardian(s) of students and eligible students* may inspect and review the student's education records upon written request.[1]

Parent(s)/ guardian(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent/guardian has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent/guardian does not have the authority under applicable state law governing guardianship, separation, and divorce.[2]

When a record contains information about students other than the parent/guardian's child or the eligible student, the parent(s)/ guardian(s) or eligible student may not inspect and review that information.[2]

~~**FEES FOR COPIES**~~

~~A reasonable fee for copies provided to parent(s)/guardian(s) or eligible students* will be determined by the Director of Schools. One copy of a student's transcript will be furnished free of charge. A charge of $1.00 will be made for each additional transcript. A charge of .25 per page will be made for copies of all other records. If the fee represents an unusual hardship, it may be waived in part or entirely by the Director of School or his/her designee.~~[3]

CORRECTION PROCEDURES

Parent(s) / guardian(s) of students or eligible students* may seek to change any part of the student's record they believe to be incorrect.[4] The Director of School shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.

Legal References

1. 34 CFR § 99.10
2. TRR/MS 0520-1-3-.09(5)(e)(3); 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

Cross References

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Student Fees and Fines**	**6.709**	**02/23/17**
		Rescinds: **6.704**	Issued: **02/06/97**

FEES

School fees are defined as follows:[1]

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:[1]

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Costs to participate in not-for-credit extracurricular activities, including athletics; and
7. Tuition for non-resident students.

No fee will be charged any student as a condition to attending school,[1] but students shall be responsible for normal school supplies, such as pencils and paper.

School fees shall be waived for students who receive free or reduced-price school lunches.[1] The application/list for determining eligibility for free or reduced-price lunches ~~on a form supplied~~ by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents/guardians ~~written~~ notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent/guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

~~Written~~ Notice of approval or denial of request for fee waivers shall be provided to all parents/ guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent/ guardian to meet with appropriate school personnel.

Persons collecting fees shall be provided a list containing only the names of those students eligible for waivers and for whom they are responsible for collecting fees. Any records related to this program which identify particular students shall be maintained in strictest confidence.

Prior to the beginning of school each year, the Board, upon the recommendation of the principals and Director of Schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The Director of Schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

FINES[2]

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. Upon payment for damages the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s)/guardian(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-03-.03(14)
2. TCA 37-10-101, 102; TRR/MS 0520-01-03-.03(15)

Cross References

Revenues 2.400
Textbook Selection, Distribution and Care 4.401
Care of School Property 6.311

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Advanced College Placement**	**4.203**	**01/26/23**
		Rescinds: **4.203**	Issued: **02/24/11**

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

To be considered for this program, the student shall:

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

Cross Reference:

Enrollment in College Level Courses 4.205

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Records Use of Records**	Descriptor Code: **6.603**	Issued Date: **12/05/02**
		Rescinds: **6.603**	Issued: **02/06/97**

Authorized school officials will have access to and permit access to student education records for legitimate educational purposes.[1] A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative or legal tasks;

2. Perform a supervisory or instructional task directly related to the student's education;

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s)/ guardian(s) or the eligible student before making a disclosure;

2. If the disclosure is an item of directory information;

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;[2]

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;

5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/ guardian(s) by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;[3]

6. To appropriate officials if the parent(s)/ guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;

7. To accrediting organizations to carry out their accrediting functions;

8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;[4]

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.

10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student of other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.[5]

Authorized school officials may release information from a student's education record if the student's parent(s)/ guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;

2. The reasons for the disclosure;

3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;

4. The signature of the parent(s)/ guardian(s) or eligible student;

5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s)/ guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the request;

2. The interest the person or agency has in the information;

3. The date the person or agency makes the request; and

4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 37-1-403
3. TRR/MS 0520-1-3-.9-.14(7)(h)-(k)
4. TRR/MS 0520-1-3-.03(11)(e)
5. USA Patriot Act of 2001 § 507

Cross References

Cumberland County Finance
Summary Financial Statement
June 2023

DRAFT / PRELIMINARY

141 General Purpose School

		Year-To-Date					Month-To-Date				
Account	Description	Budget Estimate	Total	Actual	Encumbered	% of Budget	Budget Estimate Avg/Mth	Total	Actual	Encumbered	% of Avg
Revenues											
40110	Current Property Tax	2,818,910.00	2,790,331.44	2,790,331.44	0.00	98.99%	234,909.17	0.00	0.00	0.00	0.00%
40120	Trustee's Collections - Prior Year	220,379.00	163,517.05	163,517.05	0.00	74.20%	18,364.92	0.00	0.00	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	97,098.00	101,266.17	101,266.17	0.00	104.29%	8,091.50	15,422.77	15,422.77	0.00	190.60%
40140	Interest And Penalty	100,108.00	88,170.81	88,170.81	0.00	88.08%	8,342.33	9,433.22	9,433.22	0.00	113.08%
40210	Local Option Sales Tax	15,683,100.00	14,336,349.21	14,336,349.21	0.00	91.41%	1,306,925.00	1,309,062.80	1,309,062.80	0.00	100.16%
40270	Business Tax	4,249.00	4,470.51	4,470.51	0.00	105.21%	354.08	437.00	437.00	0.00	123.42%
40275	Mixed Drink Sales	67,928.00	72,288.69	72,288.69	0.00	106.42%	5,660.67	11,601.06	11,601.06	0.00	204.94%
43517	Tuition - Other	110,000.00	118,844.10	118,844.10	0.00	108.04%	9,166.67	10,313.00	10,313.00	0.00	112.51%
43570	Receipts From Individual Schools	60,000.00	89,377.26	89,377.26	0.00	148.96%	5,000.00	10,727.51	10,727.51	0.00	214.55%
43990	Other Charges For Services	26,000.00	13,604.50	13,604.50	0.00	52.33%	2,166.67	0.00	0.00	0.00	0.00%
44120	Lease/Rentals	8,000.00	7,718.84	7,718.84	0.00	96.49%	666.67	888.09	888.09	0.00	133.21%
44145	Sale Of Recycled Materials	7,500.00	2,054.05	2,054.05	0.00	27.39%	625.00	96.30	96.30	0.00	15.41%
44170	Miscellaneous Refunds	250,140.00	626,982.80	626,982.80	0.00	250.65%	19,178.33	29,514.36	29,514.36	0.00	153.89%
44530	Sale of Equipment	0.00	632.00	632.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44540	Sale of Property	0.00	10,000.00	10,000.00	0.00	0.00%		10,000.00	10,000.00	0.00	
44560	Damages Recovered From Individuals	1,500.00	1,238.00	1,238.00	0.00	82.53%	125.00	824.00	824.00	0.00	659.20%
44570	Contributions & Gifts	15,000.00	16,742.64	16,742.64	0.00	111.62%	1,250.00	0.00	0.00	0.00	0.00%
44990	Other Local Revenues	14,000.00	21,168.74	21,168.74	0.00	151.21%	1,166.67	1,438.25	1,438.25	0.00	123.28%
46511	Basic Education Program	36,787,000.00	35,992,125.00	35,992,125.00	0.00	97.84%	3,065,583.33	2,768,625.00	2,768,625.00	0.00	90.31%
46515	Early Childhood Education	1,059,450.00	1,002,018.80	1,002,018.80	0.00	94.58%	88,287.50	66,518.72	66,518.72	0.00	75.34%
46590	Other State Education Funds	597,026.00	740,084.09	740,084.09	0.00	123.96%	49,752.17	59,702.57	59,702.57	0.00	120.00%
46591	Coordinated School Health - ARRA	100,000.00	91,444.90	91,444.90	0.00	91.44%	8,333.33	14,113.66	14,113.66	0.00	169.36%
46594	Family Resource Centers - ARRA	29,611.00	26,437.34	26,437.34	0.00	89.28%	2,467.58	11,820.89	11,820.89	0.00	479.05%
46610	Career Ladder Program	117,000.00	89,067.02	89,067.02	0.00	76.13%	9,750.00	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	199,605.45	67,325.00	67,325.00	0.00	33.73%	16,633.79	0.00	0.00	0.00	0.00%
46790	Other Vocational	95,158.00	17,484.96	17,484.96	0.00	18.37%		17,484.96	17,484.96		
47401	American Rescue Plan Grant #1	57,095.58	114,191.16	114,191.16	0.00	200.00%	4,757.97	0.00	0.00	0.00	0.00%
47590	Other Federal Through State	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
48610	Donations	5,000.00	0.00	0.00	0.00	0.00%	416.67	0.00	0.00	0.00	0.00%
48990	Other Revenue	0.00	5,000.00	5,000.00				0.00	0.00	0.00	#DIV/0!
49600	Proceeds from Sale of Capital Assets	0.00	8,557.00	8,557.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49700	Insurance Recovery	0.00	178,916.42	178,916.42	0.00	0.00%	0.00	176,876.42	176,876.42	0.00	#DIV/0!
	Total Revenues	**$ 58,530,858.03**	**$ 56,807,408.50**	**$ 56,807,408.50**	**$ -**	**97.06%**	**$ 4,867,975.02**	**$ 4,524,900.58**	**$ 4,524,900.58**	**$ -**	**92.95%**

Expenditures

71100	Regular Instruction Program	(28,516,794.00)	27,509,033.93	27,279,156.93	229,877.00	-96.47%	2,376,399.50	4,466,134.01	4,850,620.01	(384,486.00)	-187.94%
71150	Alternative Instruction Program	(340,501.00)	272,779.21	272,779.21	0.00	-80.11%	28,375.08	44,127.62	44,127.62	0.00	-155.52%
71200	Special Education Program	(4,190,504.00)	3,951,740.70	3,951,740.70	0.00	-94.30%	349,208.67	633,621.68	639,058.78	(5,437.10)	-181.45%
71300	Career And Technical Education	(3,572,393.00)	3,458,466.42	3,412,780.42	45,686.00	-96.81%	297,699.42	455,011.54	498,451.19	(43,439.65)	-152.84%
71400	Student Body Education Program	(647,203.00)	574,625.55	574,625.55	0.00	-88.79%	53,933.58	38,219.29	38,219.29	0.00	-70.86%
72110	Attendance	(211,782.00)	199,223.09	199,223.09	0.00	-94.07%	17,648.50	18,753.18	19,528.18	(775.00)	-106.26%
72120	Health Services	(733,330.00)	714,934.64	714,934.64	0.00	-97.49%	61,110.83	121,814.96	121,814.96	0.00	-199.33%
72130	Other Student Support	(1,854,042.00)	1,393,084.20	1,393,084.20	0.00	-75.14%	154,503.50	210,841.16	211,210.15	(368.99)	-136.46%
72210	Regular Instruction Program	(1,224,076.00)	1,171,043.91	1,171,043.91	0.00	-95.67%	102,006.33	126,421.91	126,421.91	0.00	-123.94%
72220	Special Education Program	(777,709.00)	811,289.15	811,289.15	0.00	-104.32%	64,809.08	100,539.69	102,808.57	(2,268.88)	-155.13%
72230	Career And Technical Education	(420,578.00)	428,903.86	428,903.86	0.00	-101.98%	35,048.17	52,181.53	52,231.53	($0.00)	-148.89%
72250	Technology	(1,441,550.00)	1,429,197.09	1,429,197.09	0.00	-99.14%	120,129.17	69,582.68	72,832.83	(3,250.15)	-57.92%
72310	Board Of Education	(1,121,950.00)	928,463.12	928,463.12	0.00	-82.75%	93,495.83	13,257.65	13,257.65	0.00	-14.18%
72320	Office Of The Superintendent	(297,811.00)	317,223.51	279,723.51	37,500.00	-106.52%	24,817.58	21,046.02	21,046.02	0.00	-84.80%
72410	Office Of The Principal	(4,511,649.00)	4,348,374.22	4,348,374.22	0.00	-96.38%	375,970.75	663,463.19	663,463.19	0.00	-176.47%
72510	Fiscal Services	(202,296.00)	142,973.58	142,973.58	0.00	-70.68%	16,858.00	14,525.33	14,525.33	0.00	-86.16%
72520	Human Services/Personnel	(203,126.00)	177,690.87	177,690.87	0.00	-87.48%	16,927.17	4,916.67	5,286.07	(369.40)	-29.05%
72610	Operation Of Plant	(5,634,530.00)	5,041,614.58	5,038,782.04	2,832.54	-89.48%	469,544.17	319,520.78	384,343.11	(64,822.33)	-68.05%
72620	Maintenance Of Plant	(3,861,325.00)	3,451,352.19	2,305,814.32	1,145,537.87	-89.38%	321,777.08	304,962.49	488,075.03	(183,112.54)	-94.77%
72710	Transportation	(3,649,152.00)	3,466,419.02	3,049,614.02	416,805.00	-94.99%	304,096.00	790,947.06	441,762.04	349,185.02	-260.10%
72905	American Rescue Plan Act Expenditure	(57,095.58)	114,180.56	60,480.08	53,700.48	-199.98%	4,757.97	57,089.98	3,389.50	53,700.48	-1199.88%
73300	Community Services	(172,962.00)	121,761.58	121,761.58	0.00	-70.40%	14,413.50	12,768.26	12,867.26	(99.00)	-88.59%
73400	Early Childhood Education	(1,294,093.00)	1,220,196.50	1,220,196.50	0.00	-94.29%	107,841.08	140,716.33	140,716.33	0.00	-130.48%
76100	Regular Capital Outlay	(295,554.00)	311,816.91	299,316.91	12,500.00	-105.50%	24,629.50	146,638.35	134,138.35	12,500.00	-595.38%
82130	Education Debt Service	(288,372.00)	288,372.00	288,372.00	0.00	-100.00%	24,031.00	0.00	0.00	0.00	0.00%
82230	Education Debt Service	(4,524.00)	4,524.00	4,524.00	0.00	-100.00%	377.00	0.00	0.00	0.00	0.00%
99100	Transfers Out	(1,000,000.00)	1,000,000.00	1,000,000.00	0.00	-100.00%	83,333.33	0.00	0.00	0.00	0.00%
	Total Expenditures	**$ (66,524,901.58)**	**$ 62,849,284.39**	**$ 60,904,845.50**	**$ 1,944,438.89**	**94.47%**	**$ 5,543,741.79**	**$ 8,827,101.36**	**$ 9,100,194.90**	**$ (273,093.54)**	**-159.23%**
Total	**141 General Purpose School**	**$ (7,994,043.55)**	**$ (6,041,875.89)**	**$ (4,097,437.00)**	**$ (1,944,438.89)**	**-75.58%**	**$ (675,766.77)**	**$ (4,302,200.78)**	**$ (4,575,294.32)**	**$ 273,093.54**	**-636.64%**

Cumberland County, Tennessee
Local Option Sales Tax Collections
General Purpose School Fund
FY 2022-2023

Month	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	**FY 22-23 Budget**	**FY 22-23 Actual**	**Difference**
August	$ 832,668	$ 801,418	$ 838,289	$ 870,571	$ 1,020,777	$ 1,166,927	$ 1,328,480	$ 1,351,767	$ 23,287
September	$ 749,552	$ 780,570	$ 819,089	$ 865,871	$ 952,467	$ 1,107,995	$ 1,261,390	$ 1,364,864	$ 103,474
October	$ 749,729	$ 765,307	$ 825,937	$ 846,819	$ 919,285	$ 1,083,881	$ 1,233,937	$ 1,264,424	$ 30,487
November	$ 782,832	$ 779,901	$ 787,757	$ 859,937	$ 973,849	$ 1,106,688	$ 1,259,902	$ 1,299,471	$ 39,569
December	$ 722,096	$ 732,522	$ 806,666	$ 871,317	$ 983,974	$ 1,132,259	$ 1,289,013	$ 1,289,256	$ 243
January	$ 706,017	$ 751,619	$ 779,663	$ 827,204	$ 977,133	$ 1,159,721	$ 1,320,277	$ 1,298,903	$ (21,374)
February	$ 899,662	$ 898,277	$ 942,493	$ 1,057,209	$ 1,278,153	$ 1,304,344	$ 1,484,920	$ 1,471,897	$ (13,023)
March	$ 616,158	$ 643,613	$ 676,708	$ 731,082	$ 897,298	$ 965,550	$ 1,099,224	$ 1,156,878	$ 57,654
April	$ 569,641	$ 652,075	$ 690,817	$ 710,630	$ 828,199	$ 999,451	$ 1,137,818	$ 1,131,461	$ (6,357)
May	$ 750,813	$ 781,890	$ 815,144	$ 854,049	$ 1,178,207	$ 1,264,205	$ 1,439,226	$ 1,398,362	$ (40,864)
June	$ 739,433	$ 758,856	$ 825,043	$ 828,973	$ 1,096,183	$ 1,185,985	$ 1,350,177	$ 1,309,063	$ (41,114)
July Accrual	$ 760,924	$ 814,461	$ 878,558	$ 947,306	$ 1,114,903	$ 1,298,919	$ 1,478,746		
Total	$ 8,879,526	$ 9,160,509	$ 9,686,164	$ 10,270,968	$ 12,220,428	$ 13,775,928	$ 15,683,110	$ 14,336,346	$ 131,982

RESOLUTION # _____
Cumberland County, Tennessee
General Purpose School Fund

WHEREAS, the school district has been awareded the following new federal grant that was not included in the original Fund 142 Federal School Budget: CTE Perkins Reserve Regional Career Pathways . Whereas, the grant will provide additional money for a Career Exploration Bus, Supplies, Subs and Bus Driver.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 28th day of July 2023, and by the Cumberland County Commission meeting on this 21st day of August, 2023, that the following budget amendment be adopted:

NEW FEDERAL GRANT:
CTE Perkins Reserve
Regional Career Pathways

Increase Revenues		
142-802-47139	Federal – CTE Perkins Reserve	$ 200,000.00
	Total Increase	**$ 200,000.00**
Increase Expenditures		
142-802-71300-429	Instructional Supplies & Materials	$ 85,000.00
142-802-71300-499	Other Supplies & Materials	$ 25,000.00
142-802-71300-730	Vocational Instruction Equipment	$ 75, 000.00
142-802-72130-399	Other Contracted Services	$ 15,000.00
	Total Increase	**$ 200,000.00**

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes:__Nays:__Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote: Ayes:__ Nays:__ Abstain:__

Budget Overview

Cumberland County (180) Public District - FY 2024 - CTE Perkins Reserve - Rev 0 - Regional Career Pathways Application

Go To

Filter by Location: All - $200,000.00

Show Unbudgeted Categories

Account Number	71300 - Vocational Education Program	72130 - Other Student Support	Total
Line Item Number			
399 - Other Contracted Services		15,000.00	15,000.00
429 - Instructional Supplies & Materials	85,000.00		85,000.00
499 - Other Supplies and Materials	25,000.00	0.00	25,000.00
730 - Vocational Instruction Equipment	75,000.00		75,000.00
Total	185,000.00	15,000.00	200,000.00
		Adjusted Allocation	200,000.00
		Remaining	0.00

Go To

RESOLUTION # _____
Cumberland County, Tennessee
Federal Program School Fund

WHEREAS, the school district has been awarded the following federal grant that was not included in the original Fund 142 Federal School Budget: CTE Perkins Basic. Whereas, the grant will provide additional money for supplies, equipment, CTSO Travel, Supervisor Reimbursement and Staff Development.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 28th day of July, 2023, and by the Cumberland County Commission meeting on this 21st day of August, 2023, that the following budget be adopted:

NEW FEDERAL GRANT: CTE Perkins Basic

Increase Revenues		
142-801-47131	Federal – CTE Perkins Basic	$153,400.89
	Total Increase:	**$153,400.89**

Increase Expenditures:		
142-801-71300-429	Instructional Supplies & Materials	$ 25,000.00
142-801-71300-499	Other Supplies & Materials	$ 15,000.00
142-801-71300-730	Vocational Instruction Equipment	$ 54,580.85
142-801-72130-355C	Travel (CTSO)	$ 21,750.00
142-801-72130-399C	Other Contracted Services (CTSO)	$ 8,900.00
142-801-72130-524PD	In-Service / Staff Development (PD)	$ 17,000.00
142-801-72230-105	Supervisor / Director	$ 6,470.04
142-801-72230-201	Social Security	$ 600.00
142-801-72230-204	Pensions	$ 600.00
142-801-72230-524	In-Service / Staff Development	$ 3,500.00
	Total Increase:	**$153,400.89**

SPONSORED BY: _____
BOE Member

APPROVED BY: _____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes:__Nays:__Abstain:_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote: Ayes:__ Nays:__ Abstain:__

Budget Overview

Cumberland County (180) Public District - FY 2024 - CTE Perkins Basic - Rev 0 - CTE Perkins Basic

Go To

Indirect Cost

Total Contributing to Indirect Cost	$89,920.04
Indirect Cost Rate	2.23%
Maximum Allowed for Indirect Cost	$1,961.47

Filter by Location: All - $153,400.89

Show Unbudgeted Categories

Account Number / Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	Total
105 - Supervisor / Director			6,470.04	6,470.04
201 - Social Security	0.00	0.00	600.00	600.00
204 - Pensions	0.00	0.00	600.00	600.00
355C - Travel (CTSO)		21,750.00		21,750.00
399C - Other Contracted Services (CTSO)		8,900.00		8,900.00
429 - Instructional Supplies & Materials	25,000.00			25,000.00
499 - Other Supplies and Materials	15,000.00		0.00	15,000.00
524 - In-Service / Staff Development			3,500.00	3,500.00
524PD - In-Service / Staff Development (PD)		17,000.00		17,000.00
730 - Vocational Instruction Equipment	54,580.85			54,580.85
Total	94,580.85	47,650.00	11,170.04	153,400.89
			Adjusted Allocation	153,400.89
			Remaining	0.00

Go To

RESOLUTION # _____

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal ESSER 3.0 Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 30th day of June 2023, that the following budget amendment be adopted:

Federal ESSER 3.0 Budget Amendment

Decrease Expenditures:		
142-933-76100-304	Architects	$117,518.41
Total Decrease in Expenditures		$117,518.41
Increase Expenditures:		
142-933-76100-706	Building Construction	$117,518.41
Total Increase in Expenditures		$117,518.41

SPONSORED BY:

_____
BOE Member

APPROVED BY:

_____
Chairman of the Board

ATTEST:

_____
Director of Schools

Ayes: ____ **Nays:** _____ **Abstain:**_____

Sponsor: _____
County Commissioner

Approval: _____
County Mayor

Attest: _____
County Clerk

Budget Committee Vote:
Ayes: _____ **Nays:** _____ **Abstain:**_____

Cumberland County Board of Education			
Monitoring: **Review: Annually, in May**	Descriptor Term: **Fundraising Activities**	Descriptor Code: **2.601**	Issued Date: **09/26/19**
		Rescinds: **2.601**	Issued: **02/23/17**

General

The following guidelines shall be followed:[1]

1. All school-wide fundraising activities shall be approved by the board and be for the purpose of supplementing funds for established school programs and not for supplementing funds, which are the responsibility of the board.

2. Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' office in order to visit the schools.

3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.

4. The principal must obtain written approval from the Board of Education for all fundraising activities, including online fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, must have written approval from the principal and the Director of Schools as well as comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information.[2]

    a. A list of the proposed fundraising activities;

    b. Purpose of the fundraising activity;

    c. Proposed uses of funds raised;

    d. Expected student involvement in fundraising activity: (Not to include school pictures and/or yearbook sales.)

        i. school-wide or individual class or club; and

        ii. one (1) general school-wide: and

        iii. one (1) PTO school-wide fundraiser are authorized per school year.

    e. Margin of profit and how it is to be paid to the school. A minimum of 40% profit is required for all fundraising activities.

5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, **not replace**, funds necessary to fulfill the board's required contributions.

6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.

7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

8. Individual participating students may accept awards and/or incentives given by the vendors.

9. Group reward activities for a successful fundraiser shall include all students whether they participated or not.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets through a random selection process.[3]

ONLINE FUNDRAISING

Individual schools may establish school-wide online fundraising accounts. The accounts must meet all fundraising requirements established by the board and the *Internal School Uniform Accounting Policy Manual.* The principal/designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school's accounting records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

FUNDRAISING FOR NON-EDUCATIONAL PURPOSES[4]

On approval of the principal, an employee may be authorized to raise and use funds for the following non-educational purposes:

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue, donations, and/or fundraising activities such as blue jean days, lunch tickets, etc.

The Director of Schools shall develop administrative procedures regarding the receipt, disbursement, accounting and auditing of these non-educational funds. The Director of Schools shall ensure that the procedures are consistent with board policy and state law and disseminate them to all employees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual, Section 4-30, 4-31*
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

Cross References

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Food Service Banquet**	**3.501**	**06/22/17**
		Rescinds: **3.501**	Issued: **01/24/13**

The Cumberland County School Nutrition Program (CCSNP) may host banquets and similar events and charge rates accordingly to generate revenue. Such events may be held on school premises or arranged for off-campus locations. The entity requesting the banquet must contact the School Nutrition Program Supervisor to arrange the menu, costs, date and time through a contractual arrangement. If the event is held on a school's campus, the entity must contact the respective principal to schedule the use of the facilities and arrange for any rental fees and custodial services.

The contractual agreement must cover all food, supplies, and CCSNP employee labor costs. All revenues will be placed in the banquet account fund managed by CCSNP. Any costs for use of school facilities and custodial fees must be coordinated separately at each school via the principal.

Only volunteer CCSNP employees will be used for these events. Employees that may exceed their forty-hour work week, because of banquet work, will be paid a "Banquet Rate". This rate will include time-and-a-half wages and matching costs. CCSNP employees that do not exceed their forty-hour work week will receive their regular rate of pay and matching costs. All employees working these events will complete a time sheet that will be processed through the CCSNP payroll office. These additional wages will be added to the employee's next regularly scheduled paycheck.

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student School Counseling Welfare Program**	Descriptor Code: **6.400**	Issued Date: **01/28/21**
		Rescinds: **6.400**	Issued: **10/03/02**

The Director of Schools shall develop procedures to promote and protect the health and welfare of students. These should provide, at a minimum, for the following:[1]

1. Student guidance services;
2. School health services;
3. School psychological services; and
4. School social work services.

The development of these programs and the scope of the services provided shall be consistent with state law.[1]

Legal References

1. TRR/MS 0520-01-03-.08(1)

Cross References

Acquired Immune Deficiency Syndrome 5.401
Attendance 6.200
Drug-Free Schools 6.307
Physical Examinations and Immunizations 6.402
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Medicines 6.405
Reporting Child Abuse 6.409
Student Suicide Prevention 6.415

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Health Services**	Descriptor Code: **6.401**	Issued Date: **02/06/97**
		Rescinds:	Issued:

The major objective of student health services is to protect and promote the health of the student. This responsibility is shared by all individuals and agencies in the community.

To obtain this objective:

1. A safe, sanitary, healthful school environment shall be provided; and
2. Basic principles of healthful living shall be taught.

The student health services program[1] shall include:

1. Identification of physical, mental or emotional characteristics of students which will prevent them from attaining their potentialities through public education;
2. Evidence of a complete medical examination of every student entering school for the first time;
3. Proof of immunization except those who are exempt by statute;
4. A medical examination using the TSSAA criteria as the standard for every student prior to participation in interscholastic athletics;
5. A cumulative health record to be evaluated and updated annually;
6. A record for each student which contains information as to how and where to contact parents/guardian in case of emergency;
7. A report of each accident taking place while the student is under the jurisdiction of the school;
8. Plan for taking care of sick or injured students;
9. Procedures for reporting suspected child abuse or neglect;
10. Plan for dealing with communicable diseases;
11. Procedures for dispensing medication;
12. Teacher referral of students for available health service; and

13. An annual evaluation regarding the extent and use of available health services based upon the needs of students within the school.

Legal References

1. TRR/MS 0520-1-3-.08(e)(2)

Cross References

Communicable Diseases 6.403
Medicines 6.405

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Student Communicable Diseases**	Descriptor Code: **6.403**	Issued Date: **01/06/98**
		Rescinds: **6.403**	Issued: **02/06/97**

No student will be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting.[1,2] If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself; or

2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for special education services.[3]

The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school.[2]

The names of all students excluded from school under this policy will be forwarded to the office of the Director of Schools.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(c)
2. TCA 49-2-203(b)(2)

Cross References:

Special Education 4.202
Special Programs 4.206

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Pediculosis (Head Lice)**	**6.4031**	**06/23/22**
		Rescinds: **6.4031**	Issued: **06/26/18**

No student shall be denied an education solely by reason of pediculosis (head lice), and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation and protect the privacy of the student.[1]

It shall be the responsibility of the principal or school nurse to notify the parent(s)/guardian(s) in the event a student has head lice. A letter shall be sent home with the student to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:

1. Proof of treatment with a pediculicide product (e.g., head lice shampoo); or

2. Satisfactory examination by a school health official.

Treatment and prevention procedures shall be developed by the Director of School/Designee in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any student that has head lice.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

Legal References

1. TRR/MS 1200-14-01-.24

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Acquired Immune Deficiency Syndrome**	Descriptor Code: **6.404**	Issued Date: **01/28/21**
		Rescinds: **6.404**	Issued: **08/08/06**

LIABILITY AND NON-DISCRIMINATION

Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV infected student from participating in the continuation of his/her education on the basis of HIV infection. Further, the student shall be subject to the same rules for class assignment, privileges and participation in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.[1]

ATHLETICS

A student who is HIV positive may not be denied the opportunity to participate in school athletic programs based solely on his/her HIV status. All reasonable accommodations shall be made to allow students with HIV to participate in school-sponsored physical activities.[1]

ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be directed by procedures initiated by the Director of Schools.

The Director of Schools shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding health status of the student reported to have HIV/AIDS. In addition, the Director of Schools will gather information regarding the student's cumulative school record.

CONFIDENTIALITY

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file will be granted only to those persons who have the written consent of the infected student's parents/guardians.

Under no circumstances shall information identifying a student with AIDS be released to the public.[2, 3]

APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

In determining the educational placement of a student known to be infected with HIV, school authorities shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.

HIV PREVENTION EDUCATION/CURRICULUM[1,4]

The Director of Schools shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV prevention education program.

The state AIDS curriculum and related instructional objectives will be used in grades K-12. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Life Curriculum.

Students shall have access to voluntary and confidential counseling about matters related to HIV. Administrators shall maintain a list of counseling and testing resources for student use.

INFECTION CONTROL

The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for: 1) well-maintained and easily accessible materials necessary to follow universal precautions, and 2) designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure. All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.[4]

The Director of Schools shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for employees and students of Tennessee Public Schools.[4]

Legal References

1. TRR/MS 0520-01-03-.08(2)(g)
2. TCA 68-10-113
3. 20 USCA § 1232g; 34 CFR § 300.622, 623
4. State Board of Education Policy 5.300; 29 CFR 1910.1030(c)(1)(i)

Cross References

Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Homebound Instruction 4.206
Promoting Student Welfare 6.400
Student Records 6.600

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Medicines**	Descriptor Code: **6.405**	Issued Date: **07/28/22**
		Rescinds: **6.405**	Issued: **02/25/21**

If a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in administration of the medication if the student is competent to administer medicine with assistance and in compliance with the following guidelines.[1]

The parent/guardian must provide a written medication order on the Medication Authorization Form from a licensed health care provider with a signed parent consent for use when prescription drugs, inhalants, over-the-counter drugs, eye drops, creams and ointments are to be administered at school or during a school field trip. The district reserves the right to clarify and verify medication orders directly with the health care provider.

Written instructions signed by the parent/guardian are required and will include:

1. Child's name:
2. Name of Medication;
3. Name of Physician;
4. Time to be administered;
5. Dosage and directions for administration (non-prescription medicines must have label directions);
6. Possible side effects, if known; and
7. Termination date for administration of the medication.

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be administered;
2. Keep written instructions from parent/guardian in student's record;
3. Keep an accurate record of the administration of the medication as reported;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be made available to a parent/guardian upon receipt of a request for long-term administration of medication.

The medication shall be delivered to the nurse's clinic or front office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self- administration. The parent/guardian must provide a current professionally labeled bottle from a pharmacist for prescription drugs. Over-the-counter medications (includes lotions, salves, ointments, ibuprofen, Tylenol) must be unopened with the student's full name written on the bottle or box. All CAM's-Complimentary and Alternative Medications shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. All medications, including over-the-counter medication must be supplies by the parents/guardians in original containers.

BLOOD GLUCOSE SELF-CHECKS[2]

Upon written request of a parent/guardian, and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps are appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).[3]

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS[4]

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall maintain procedures for the development of an IHP for every student who wishes to self-administer medications.

STUDENTS WITH ADRENAL INSUFFICIENCY[5]

The parent/guardian of a student with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment for adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training; and
3. If a student has an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping in accordance with state law.

Legal References

1. TCA 49-50-1602 *et seq.;* TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205 TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412
Promoting Student Welfare 6.400

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Supervision of Students**	**6.408**	**06/03/04**
		Rescinds: **6.408**	Issued: **02/06/97**

Students will be under the supervision of school personnel, either certificated or non-certificated, [1] at all times, including play periods and lunch periods, as well as during the school day and during extracurricular activities.

The principal is responsible for ensuring proper supervision of all children at all times.

Legal Reference:

1. TCA 49-2-303(6)(10)(A)

Cross Reference:

Time Schedules and Extra Duty 5.602

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Accidents and Illnesses**	**6.410**	**01/25/18**
		Rescinds: **6.410**	Issued: **12/05/02**

Parent(s)/guardian(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parent/guardians' location and phone number during the school day;

2. The name, address and phone number of the student's physician(s);

3. Name and phone number of relative or neighbor who may be contacted in the event of an emergency;

4. Directions in the event that medical treatment is needed;

5. Information concerning a student's particular physical disability or medical condition. The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s)/guardian(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s)/guardian(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) / guardian(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) /guardian(s) will continue until they are reached. The student shall be accompanied by a member of the professional staff and remain with the student until the parent or guardian arrives.

Principals will inform the Director of Schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the Director of Schools. Forms for reporting accidents will be made available from the office of the Director of Schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent/guardian, or someone designated by the parent(s)/guardian(s), is at home to accept the responsibility of the student.

Students with an illness that warrants their dismissal from school will be signed out through the school nurse and picked up from school by their parent/guardian.

Students with an illness precluding them from participating in any physical education activity shall present a doctor's excuse to the principal or their assigned designee noting same. Administration shall ensure that all pertinent school staff is knowledgeable of the restrictions outlined in the doctor's excuse and shall ensure compliance with it. No student shall be encouraged nor allowed to participate in any physical education, intramural or interscholastic activity prior to the date specified by the doctor.

Parents/guardians who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Student Wellness**	**6.411**	**01/23/20**
		Rescinds: **6.411**	Issued: **03/21/19**

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.[1]

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers for Disease Control and Prevention's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State Law and State Board of Education Coordinated School Health standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education Coordinated School Health standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL[2, 3]

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the council to make recommendations. The board will consider recommendations of the council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.[2] The team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The Director of

Schools/designee will ensure compliance with the School Wellness Policy, toinclude an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.[4,5,]

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.[4,5,6] The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.[2,5,6]

DISTRICT GOALS

The district will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.[7]

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM[3]

All applicable courses of study should be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX[3]

All schools within the district shall annually administer a baseline assessment on each of the three recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

RECORD KEEPING COMPLIANCE

The district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.[8]

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Emergency Allergy Response Plan**	Descriptor Code: **6.412**	Issued Date: **06/26/08**
		Rescinds:	Issued:

The Director of Schools shall develop and maintain an Emergency Allergy ResponsePlan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.[1]

Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.[2]

Legal References:

1. TCA 49-5-415 (f)(1) and (2)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*, including *Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health) (2007).

Cross Reference:

Medicines 6.405

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Prevention and Treatment of Sports Related Concussions**	Descriptor Code: **6.413**	Issued Date: **01/23/14**
		Rescinds:	Issued:

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sports related concussions. The Board recognizes that concussions can be a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING [1]

The Director of Schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the Concussion *in Sports – What You Need to Know* online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the Director of Schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) / guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s)/guardian (s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the Director of Schools or his/her designee for a period of three (3) years.

REMOVAL FROM ATHLETICS [1]

Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individuals.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), or a clinical neuropsychologist with concussion training.

This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors observed.

The Director of Schools or his/her designee shall ensure that all protocols approved by the Tennessee Department of Health or required by law relative to the provisions of this policy are followed and implemented within each school.

Legal Reference:

1. TCA 68-55-502

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Prevention and Treatment of Sudden Cardiac Arrest**	**6.414**	**12/17/15**
		Rescinds:	Issued:

Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents/guardians are educated about the nature and treatment of sudden cardiac arrest. The Board recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING[1]

The Director of Schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the ***National Federal of State High School Associations Elective Course – Sudden Cardiac Arrest*** online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a sudden cardiac arrest education course program and signed sudden cardiac arrest information sheets shall be maintained by the Director of Schools or his/her designee for a period of three (3) years.

Removal from Athletics[1]

Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest during or after an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by a coach or other designated individuals. Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

Student athletes who have been removed from an athletic activity or competition shall not return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return.

Legal References	Cross References

1. Public Acts of 2015, Chapter No. 325

Cumberland County Board of Education

Monitoring: **Review: Annually, in May**	Descriptor Term: **Special Education Students**	Descriptor Code: **6.500**	Issued Date: **02/25/21**
		Rescinds: **6.500**	Issued: **02/06/97**

Special Education students between the ages of three (3) and twenty-one (21) inclusive shall receive the benefit of a free and appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate. Special education students should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be achieved satisfactorily.[1]

Eligibility standards and options of service for special education services will be based upon the criteria specified in state regulations.[2]

Students receiving special education services shall not be restrained except as permitted by state law and regulations.[3,4] The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.[4]

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Foreign Exchange Students**	**6.502**	**08/27/09**
		Rescinds:	Issued:

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.[1] Before approval by the Board, the exchange program representative must make written application on behalf of the student in the local school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has been accepted **in writing** as a student by the Director of Schools/designee of the school in which he/she is to be enrolled. The school may accept the student after determining the following:

1. The student will have a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student; and
3. An overcrowded situation will not be further aggravated.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of person responsible for the student); and
5. School records, including a transcript of academics (in English).

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than five foreign students shall be placed in one school.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special

assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.
Each school shall name a faculty member as a student representative to serve as a liaison between the school and exchange program agency and as an advisor to exchange students.

The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to pay expenses incurred by exchange students.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed twelve (12) months.[2]

Legal Reference:

1. 22 CFR § 62.25
2. Immigration and Nationality Act § 214(3)(m)(1)

Cross Reference:

School Admissions 6.203

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Cumberland County Students Desiring to be Foreign Exchange Students**	**6.5021**	**11/14/13**
		Rescinds:	Issued:

The Cumberland County Board of Education recognizes the value in a foreign exchange experience for our students. In order for a Cumberland County student to be excused as a foreign exchange student, the student must complete and submit a written plan to the student's high school and the Board of Education detailing how the student will obtain the necessary credits to graduate with emphasis to graduate with his/her cohort group.

Upon receipt of the student's written graduation plan, the Board of Education will approve or deny the student to be excused as a foreign exchange student.

At the completion of the foreign exchange experience, the student shall return a copy of his/her transcript reflecting the courses taken and grades received from the school(s) attended during this foreign exchange experience.

Cumberland County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	**Student Clubs and Organizations**	**6.702**	**10/03/02**
		Rescinds: **6.702**	Issued: **02/06/97**

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The Director of Schools shall approve all requirements imposed by clubs which have restricted membership.

HAZING

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.[1]

Sororities, fraternities, and all secret organizations are prohibited.

Legal Reference:

1. TCA 49-2-120; TCA 49-6-3401

Cumberland County High School

660 Stanley Street • Crossville, TN 38555
Telephone (931) 484-6194 • Fax (931) 456-6872

June 12, 2023
CCHS Health Science
CTE Trips for Fall 2023

To Cumberland County BOE:

Mrs. Laura Gilpin and I are requesting to take our CCHS HOSA chapter student leaders on field trips to the HOSA Leadership Camp in Antioch, TN from September 8-10, 2023 as well as the HOSA National Leadership Academy in Washington D.C. on September 22-26, 2023.

Both of these conferences provide our students with unique experiences through experiential learning, real-world applicability, and networking. The students will be engaged in workshops and interactive activities to teach HOSA student leaders how to be better advocates of HOSA's mission and vision.

Thank you for your time and consideration.

Sincerely,
Skye Thomason

Skye Thomason

Health Science Teacher at CCHS
HOSA Advisor

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

In State/Pre-approved ____ Overnight ✓ Out of State ✓

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School CCHS Subject/Grade Level 9-12
Trip Requested By Skye Thomason/Laura Gilpin Date of Trip 09-22-23 thru 09-26-23
Destination HOSA National Leadership City Washington DC State
Departure time morning Return afternoon Admission per student:$ 500 Student to pay
Special Services needed such as school nurse, handicap vehicle, etc. N/A

Please check type of Activity:

- ☐ Academic Field Trip
- ☐ Incentive Field Trip
- ☒ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☐ Sports
- ☐ Special Classroom Trip (description)
- ☐ Other

Teachers: Laura Gilpin, Skye Thomason — # of Students 4

Total: 2 — Total: 4

Additional Chaperones (if needed) N/A

☐ Cafeteria notified ☐ Purchase order requested ☑ Permission slip obtained (should be taken on trip)
☑ Substitute requested (if needed)

Skye Thomason — Sponsoring Teacher's Signature
931-787-5[redacted]9 — Cell Phone #
Principal's Signature
6.19.2023 — Date

For transportation Department Only

Drivers: (1)____ (2)____ (3)____ (4____
Beginning Mileage____ Ending Mileage____ Total miles____
Amount to be paid driver $____ Amount for Fuel $____

Transportation Supervisor — Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied
Director of Schools Signature

Date: ____

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

(In State)/Pre-approved_____ Overnight ✓ Out of State_____

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School CCHS Subject/Grade Level 9-12
Trip Requested By Skyethomason/Laura Gilpin Date of Trip 09-08-23 through 09-10-23
Destination HOSA State Leadership Camp City Antioch State TN
Departure time morning Return afternoon Admission per student:$ 110 - Student to pay
Special Services needed such as school nurse, handicap vehicle, etc. N/A

Please check type of Activity:

- ☐ Academic Field Trip
- ☐ Incentive Field Trip
- ☒ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☐ Sports
- ☐ Special Classroom Trip (description)_____
- ☐ Other_____

Teachers: Skyethomason, Laura Gilpin
Total: 2

# of Students: 4-6
Total: 4-6

Additional Chaperones (if needed) _____

☐ Cafeteria notified ☐ Purchase order requested ☑ Permission slip obtained (should be taken on trip)
☑ Substitute requested (if needed)

Skyethomason — Sponsoring Teacher's Signature
931-787-5599 — Cell Phone #
Principal's Signature
6.19.2023 — Date

For transportation Department Only

Drivers: (1)_____ (2)_____ (3)_____ (4_____
Beginning Mileage_____ Ending Mileage_____ Total miles_____
Amount to be paid driver $_____ Amount for Fuel $_____

Transportation Supervisor
Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied
Director of Schools Signature

Date: _____

Cumberland County Board of Education
Administrative Procedures

Issued: July 2004	Procedure: Field Trip and Excursions	Policy Reference: 4.302 Exhibit B

Cumberland County Schools
Field Trip Request

In State/Pre-approved_____ Overnight ✓ Out of State_____

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland Co. High School Subject/Grade Level Agriculture / FFA
Trip Requested By Danny Wilson Date of Trip 08/04/23 - 08/06/23
Destination FFA Officer Retreat Dale Hollow Lake City Jamestown State TN
Departure time 3:00pm Return 11:00 AM Admission per student:$ N/A
Special Services needed such as school nurse, handicap vehicle, etc. N/A

Please check type of Activity:

- ☐ Academic Field Trip
- ☐ Incentive Field Trip
- ☑ School Clubs
- ☐ Band/Chorus
- ☐ Competition
- ☐ Sports
- ☐ Special Classroom Trip (description)_____
- ☐ Other_____

Teachers:	# of Students
Danny Wilson	
Jason Atkinson	
Maryselle Lee	
Total:	Total: 12

Additional Chaperones (if needed) _____

☐ Cafeteria notified ☐ Purchase order requested ☐ Permission slip obtained (should be taken on trip)
☐ Substitute requested (if needed)

Danny Wilson	(931)261-2093		7.6.2023
Sponsoring Teacher's Signature	Cell Phone #	Principal's Signature	Date

For transportation Department Only

Drivers: (1)_____ (2)_____ (3)_____ (4_____
Beginning Mileage_____ Ending Mileage _____ Total miles_____
Amount to be paid driver $_____ Amount for Fuel $_____

Transportation Supervisor Director of Schools

This section to be completed for out-of-state or overnight school sponsored trips only

☐ Approved ☐ Denied _____
Director of Schools Signature

Date of Board Approval _____

Pleasant Hill School

486 East Main Street
Crossville, TN 38571

Phone (931) 277-3677
Fax (931) 277-3880
Tracie Buckner, Principal
Cristyn Diana, Assistant Principal

July 10, 2023

To: Mr. William Stepp
Cumberland County Schools

From: Tracie Buckenr, principal
Pleasant Hill School
RE: Yearbook and School Picture Agreement - SimplePix

Pleasant Hill School requests Board approval of the attached Portrait and Yearbook Agreement between SimplePix and Pleasant Hill School for the 2023-2024 school year. This agreement meets or exceeds all percentages requirements.

Sincerely,

Tracie Buckner

SimplePix

PORTRAIT & YEARBOOK AGREEMENT

School Year(s)
2023-2024

School: Pleasant Hill Elementary County: Cumberland District: Cumberland County Schools

Physical Address: 486 Main St, P.O. Box 10 City: Crossville State: TN Zip: 38571

Phone: 931-277-3677 Grades (Low-High): K - 8 Enrollment: 620

SIS System: (Scheduling Software): Skyward Camera Card Sort: Teacher Package Sort: Teacher & Grade

	Name	Email	Phone
Principal:	Traci Buckner	bucknert1@ccschools.k12tn.net	
Asst. Principal:	Cristyn Diana	cdiana@ccschools.k12tn.net	
Bookkeeper:	Laura Piper	lpiper@ccschools.k12tn.net	
Secretary:	Christine Edwards	cedwards@ccschools.k12tn.net	
YB Adviser:	Susie Stewart	stewarts6@ccschools.k12tn.net	
PD Coordinator:	Laura Piper	lpiper@ccschools.k12tn.net	
Student Data:			

[X] **FALL** Commission: 50%

[X] **SPRING** Commission: 50%

[X] **CLASS GROUPS** Commission: $3.00

[X] **CAP & GOWN** Notes: Folios K & 8th

[X] **OTHER:** Sports Notes:

[ ] **OTHER:** Notes:

[X] **YEARBOOK** Pages: 88 Copies: 250-299 Cover Type: Hard BASE PER COPY: $27.54

*Arrival Date: Submission Date: Tax Rate: 9.25% TAX PER COPY: $2.55

*Yearbooks Arrive 10 Business Days After Cover & All Pages are Finalized and Submitted

SHIPPING: Included

Options: TOTAL PER COPY: $30.09

Notes:

****

SimplePix Representative Signature	Date: 1/30/23	SimplePix Representative Name: Greg Sprinkle
School Representative Signature	Date: 4-13-23	School Representative Name: Tracie Buckner

FIVE STAR
Food Service

Agreement

This agreement between Five Star Food Service and Stone Memorial High School, herein after referred to, as the client, will be for the years or dates as follows: 2023 - 2024.

This is not a binding contract and can be terminated with a written 30-day notice from either the client or Five Star Food Service. Five Star Food Service agrees to provide snack machines at the client's location, address as follows:

2800 Cook Road

Crossville, TN 38571,

at no expense to the client. The machines will be maintained and service by Five Star Food Service. The products placed in the machine for sale will be monitored by the client and will be removed at their request. A commission of 20 % of the gross sales will be paid. A statement of the total sales from the machine(s) will be enclosed. Five Star Food Service reserves the right to implement a price increase if the product cost continues to rise.

Accepted by: _____ Date: 7/11/23
Client Representative

Accepted by: _____ Date: 6-23-23
FSFS/Canteen Representative

STONE MEMORIAL HIGH SCHOOL

2800 COOK ROAD, CROSSVILLE, TENNESSEE 38571, TELEPHONE (931) 484-5767
KELLY J. SMITH, PRINCIPAL

July 10, 2023

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

Dear Mr. Stepp and Board of Education Members,
Stone Memorial High School is submitting the attached contracts for your consideration and approval. We would like to use Jostens again for the 2023-24 SMHS yearbook. We would like to use Five Star Food Service again as our snack machine vendor. If you need additional information, please feel free to contact me. Thank you for your consideration of these contracts.

Sincerely,

Kelly J. Smith
Principal

Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Customer Name	STONE MEMORIAL HIGH SCHOOL	Customer Phone	(931)484-5767
Customer Address	2800 COOK ROAD, CROSSVILLE, TN 38571		
Contact Name	Kalyn Lewis	Contact Phone	9317875186
Contact Role	Adviser	Email	klewis94@ccschools.k12tn.net

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified below (the "Term"). The parties agree as follows:

❶ Jostens and the Customer will work together to establish all yearbook specifications (including things such as size, copies and pages), completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions found at:

https://jostens.secure.force.com/terms?Id=YBKUS

❷ After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

❸ The Term of this Agreement is for the following years: 2024 through 2025

Additional Notes/Specifications Agreed Upon:

For this agreement, the school will receive this camera lens package: Nikon AF-P NIKKOR 70-300mm F/4.5-5.6E ED VR Lens Package

This Agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions.

X Kalyn Lewis
Kalyn Lewis (Oct 4, 2022 15:30 CDT)

SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

Kalyn Lewis — PRINTED NAME

Oct 4, 2022 — DATE

X Kelly J. Smith

SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE (*IF REQUIRED*)

Kelly J. Smith — PRINTED NAME

7/1/23 — DATE

X Jay Hall
Jay Hall (Oct 4, 2022 15:28 CDT)

SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

Jay Hall — PRINTED NAME

Oct 4, 2022 — DATE

REP # 1564 JOB # 32622

STONE ELEMENTARY

Stephanie R. Barnes, Principal

1219 Cook Road, Crossville, TN 38555 (931) 456-5636 Fax (931) 456-5369 stoneel.ccschools.k12tn.net

Please see attached school-wide fundraising proposal and contract for World's Finest Chocolate for Stone Elementary School. Thank you for your consideration in this matter.

Sincerely,

Bridgette Cox

Bridgette Cox
Assistant Principal
Stone Elementary School

CUMBERLAND COUNTY SCHOOLS
ENGAGE | INNOVATE | EMPOWER

PROPOSED FUNDRAISING ACTIVITIES

School: Stone Elementary School

Fund/account name: Mega Fundraiser

Proposed fundraising activities: Student sales of chocolate, promotion via social media, print sources

Proposed uses of funds raised: Supplies, furniture, signage

Planned purchase date: September 21, 2023

Contingency for funds not utilized: Roll over to following school year (24-25).

Expected student involvement (school-wide or specific school organization) student sales of boxes of chocolate bars.

Method by which school will receive profit: cash and check from participants

Requested by: Bridgette Cox Date: 7-19-23
Name/Title

Approved by: Stephanie R Bar Date: 7-19-23
Principal

Approved by: _____ Date: _____
Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

Updated 8/19/2021

World's Finest® Chocolate and Charleston Wrap

Order Form

Organization Name : Stone Elementary
Contact name: Janie Honeycutt
Address: 1219 Cook Rd
City: Crossville
State: TN Zip :38555
Delivery Phone:
Email : janie.honeycutt@ccschools.k12tn.net
Shipping Information if different
_____same_____

Requested Delivery Date- 9/20/23
Sale Dates- 9-21-23 to 10-6-23

Item #	Description	Quantity	Price	Total
5601wfc	$1 variety	300	$33	$9900
9697wfc	Caramel	15	$33	$495
5601wfc	Prize chocolate (100% profit to help offset cost for prizes. $1020 value)	17	$0	$0
			Shipping	$120
			Total	$11,540.00 with tax

Terms of Sale

WFC uses various companies to deliver our products. These companies will do their best to accommodate our customer's requests but must arrange deliveries according to their routes and schedules. We can determine an estimated delivery time on the day of delivery..

_____ Any shortages must be noted on the delivery ticket BEFORE the driver leaves. Do not sign for chocolate until it is counted**. Refuse any damaged cases and make note of any missing cases on the delivery ticket. Forward a copy of delivery ticket noting shortage or damaged to:

_____ No Credit is given if it is not noted on the delivery ticket.** Please make anyone who might sign for the chocolate aware of these conditions.

Payment - All chocolate must be paid for, in full, within 30 days of the delivery date.

I agree to pay applicable taxes unless I supply a copy of a valid State Exemption Resale Certificate.

I have read the above information and the attached *World's Finest Chocolate – Terms and Conditions of Sale*, I understand and agree to the terms. I agree to pay for the chocolate with the first proceeds of the sale (I will not spend my profit until the entire shipment of chocolate is paid for) within 30 days of delivery.

Signature	Name of Organization	Date
	Stone Elementary	7/19/23

Sales Representative: Jon Moore/April Peterson

WORLD'S FINEST CHOCOLATE - TERMS AND CONDITIONS OF SALE

1. AGREEMENT AND MODIFICATIONS. The agreement between Seller and Buyer (the "Sales Contract") with respect to the sale of goods described on the World's Finest Chocolate - Order Form (the "goods") will consist exclusively of these Terms and Conditions of Sale and the terms appearing on the World's Finest Chocolate - Order Form (the "Order Form"). Buyer's order will not be binding upon Seller until Seller accepts the order by issuing a separate written order confirmation to Buyer. The Sales Contract will be for the benefit of Seller and Buyer and not for the benefit of any other person. Prior courses of dealing, trade usage and verbal agreements not reduced to a writing signed by Seller will not be binding on Seller to the extent they modify, add to or detract from the Sales Contract. The Sales Contract terminates and supersedes any prior agreement or understanding between Buyer and Seller relating to the goods. No provision of the Sales Contract may be modified or waived except in a writing signed by Seller, and there are no representations, promises, agreements, warranties or undertakings relating to the goods other than those appearing in these Terms and Conditions and on the Order Form.

2. PRICE AND PAYMENT. The price of the goods sold pursuant to the Sales Contract will be the price appearing on the Order Form. Shipping and fuel surcharges, if applicable, will be added to Seller's invoice in the amount appearing on the Order Form and paid by Buyer. Any sales tax that Seller may be required to collect or pay upon the sale of the goods or upon any shipping charge or fuel surcharge invoiced to Buyer will be added to Seller's invoice and paid by Buyer. Payment terms will be net 30 days from the date of Buyer's receipt of the goods. Buyer will use Seller's invoice remittance form when making payment. Seller may assess a charge at the rate of 1-1/2% per month or the highest rate permitted by law, whichever is lower, on any past due amounts. Buyer will reimburse Seller for any expenses incurred by Seller, including attorneys' fees, in collecting any past due amount. If the Sales Contract is for more than one unit of goods, Seller may ship the goods in a single lot or in several lots at Seller's discretion, and each such shipment will be paid for separately. Seller may at any time or times, suspend performance of the Sales Contract or require payment in cash, security or other adequate assurance satisfactory to Seller when, in Seller's opinion, the financial condition of Buyer warrants such action.

3. TAXES. In addition to the price of the goods, Buyer will pay to Seller all sales taxes and other governmental charges that apply to the sale and delivery of the goods unless Buyer has furnished Seller with valid tax exemption certificates acceptable to the appropriate taxing authorities before Seller ships the goods.

4. DELIVERY AND QUANTITIES.

a. Estimated delivery date is approximately three (3) business days from the date Seller accepts Buyer's order for goods that are in Seller's stock, and approximately three to four weeks from the date that Seller accepts Buyer's order for personalized goods. Estimated delivery dates for goods in stock when the order is placed are subject to prior sales. Delivery dates are not guaranteed but are estimated based on the absence of delays directly or indirectly resulting from or contributed to by circumstances beyond Seller's reasonable control.

b. Delivery of goods will be by common carrier selected by Seller. Seller will ship the goods to the address appearing on the Order Form and will not be responsible if such shipping address is incorrect. Seller will not ship to a post office box. Goods will be carried inside the delivery location only if "Inside Delivery" is requested by Buyer on the Order Form and Seller expressly confirms such special delivery arrangements in Seller's separate written order confirmation to Buyer Buyer is responsible for ensuring that Buyer or its representative is present when the goods are delivered to receive, inspect and count the goods upon receipt. Buyer will inspect the goods immediately upon receipt. Buyer must make any claim for shortage or shipping damage by noting such shortage or damage in writing on the bill of lading at the time the goods are delivered to Buyer.

5. RETURNED GOODS. Goods may be returned only for credit and only if Seller in its sole discretion authorizes such return within 60-days after the goods were delivered to Buyer. If Seller so authorizes any such return, Buyer will bear the costs of returning the goods to Seller and assume all risk of loss or damage to the returned goods until actual receipt by Seller.

6. WARRANTY. Seller warrants to Buyer that the goods will be free from material defects at the time of shipment. No agent, employee or representative of Seller has any authority to bind Seller to any other warranty, representation or promise concerning the goods, and any such representation, promise or warranty has not formed a part of the basis
of the bargain and will be unenforceable. Seller's sole obligation under the foregoing warranty is limited to either, at Seller's option, replacing the defective goods or refunding the purchase price paid by Buyer for such goods, and Buyer's exclusive remedy for breach of such warranty will be enforcement of such obligation of Seller. Any claims for allegedly defective goods must be made within five (5) days after Buyer learns of such alleged defect, but in no event later than thirty (30) days after Buyer's receipt of the goods. Any claims not made in writing and received by Seller within such period will be deemed waived. THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

7. REMEDIES AND LIMITATION OF LIABILITY. If Buyer claims Seller has breached any obligation under the Sales Contract, whether of warranty or otherwise, Seller may request the return of the goods and tender to Buyer, at Seller's option, replacement goods or the purchase price paid by Buyer for such goods. If Seller so requests the return of the goods, the goods will be redelivered to Seller in accordance with Seller's instructions and at Buyer's expense. If Seller so determines, a refund of the purchase price paid by Buyer will be made only upon actual receipt of the goods by Seller. Except as herein provided, Seller will have no further obligation under the Sales Contract. The remedies contained in this paragraph and paragraph 6 hereof will constitute the sole recourse of Buyer against Seller for breach of any obligation under the Sales Contract, whether of warranty or otherwise. IN NO EVENT WILL SELLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, NOR WILL SELLER'S LIABILITY ON ANY CLAIM FOR DAMAGES ARISING FROM OR RELATING TO THE SALES CONTRACT OR THE SALE, DELIVERY OR USE OF THE GOODS EXCEED THE PURCHASE PRICE OF THE GOODS

8. FORCE MAJEURE. Seller will not be liable for any failure or delay in performing any of its obligations under the Sales Contract if such failure or delay is caused in whole or in part by anything beyond the reasonable control of Seller or Seller's suppliers, including but not limited to any acts of God; acts of Buyer; government acts or regulations; embargoes, fires; accidents; explosions, strikes or other labor disputes; earthquakes; storms; judicial action, floods; war (whether an actual declaration thereof is made or not); sabotage; riot; terrorism; transportation delays; or lack of or inability to obtain labor, fuel or supplies. If any such event occurs, Seller may allocate goods and deliveries among its customers.

9. ASSIGNMENT AND DELEGATION. No right or interest in the Sales Contract may be assigned by Buyer without Seller's prior written consent, and no delegation of any obligation owed, or of the performance of any obligation, by Buyer may be made without Seller's prior written consent. Any attempted assignment or delegation will be void and ineffective for all purposes unless made in conformity with this paragraph.

10. INTELLECTUAL PROPERTY. If Buyer furnishes labeling specifications to Seller, Buyer will hold Seller harmless against any infringement or similar claims which arise from Seller's compliance with such specifications.

11. HEADINGS. Paragraph headings used in the Sales Contract are solely for ease of reference and will not control the meaning or interpretation of any provision.

12. CHANGES. Seller may, at any time, without notice, make changes in any catalog goods, and may discontinue the sale of any goods, all in its sole discretion, without
incurring any obligation of any kind as a result thereof, whether for failure to fill an order of Buyer or otherwise.

13. SEVERABILITY. If any provision of the Sales Contract is declared or held void or invalid by a court of competent jurisdiction, such provision will be deemed severed from the Sales Contract and the other provisions of the Sales Contract will remain in full force and effect.

14. GOVERNING LAW AND LIMITATION.

a. The Sales Contract will be deemed to have been made at Chicago, Illinois, and the rights, duties and obligations of the parties will be governed by, and the Sales Contract, will be interpreted in accordance with, the laws (other than the choice of law provisions) of the State of Illinois. Buyer agrees that any state or federal court located within Cook County, Illinois, will have exclusive jurisdiction over any dispute that may arise from or relate to the Sales Contract. Buyer waives any objection based on *forum non conveniens* and any objection to venue of any action instituted hereunder, and consents to the granting of such legal or equitable relief as is deemed appropriate by any such court.

b. Any action for breach of the Sales Contract must be commenced within one (1) year after the cause of action has accrued, and all such claims will be barred thereafter notwithstanding any statutory period of limitations to the contrary.

15. CH1\ 6015328.3

PROPOSED FUNDRAISING ACTIVITIES

School: Pleasant Hill School

Fund/account name: Pictures Fundraising

Proposed fundraising activities: School pictures & Yearbook

Proposed uses of funds raised: Supplement needs for conducting school.

Planned purchase date: Fall & Spring

Contingency for funds not utilized: roll over

Expected student involvement (school-wide or specific school organization) School wide

Method by which school will receive profit: Check from Simple Pix

Requested by: [illegible] Date: 7-10-23

Name/Title

Approved by: _____ Date: _____

Principal

Approved by: _____ Date: _____

Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

Updated 8/19/2021

CUMBERLAND COUNTY SCHOOLS
ENGAGE | INNOVATE | EMPOWER

PROPOSED FUNDRAISING ACTIVITIES

School: Stone Elementary School

Fund/account name: Mega Fundraiser

Proposed fundraising activities: Student sales of chocolate, promotion via social media, print sources

Proposed uses of funds raised: Supplies, furniture, signage

Planned purchase date: September 21, 2023

Contingency for funds not utilized: Roll over to following school year (24-25).

Expected student involvement (school-wide or specific school organization) student sales of boxes of chocolate bars.

Method by which school will receive profit: cash and check from participants

Requested by: Bridgette Cox Date: 7-19-23
Name/Title

Approved by: Stephanie R Bar Date: 7-19-23
Principal

Approved by: _____ Date: _____
Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

Updated 8/19/2021

CUMBERLAND COUNTY SCHOOLS

ENGAGE INNOVATE EMPOWER

William G. Stepp Director of Schools

Teresa Boston Board Chair

July 18, 2023

Mr. William G. Stepp

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the General, CTE and Food Service Department's list of items to be retired by the BOE at July's regular scheduled board meeting. Please include this list on the consent agenda. If you have any further questions or concerns, please contact myself or our CFO.

Sincerely,

Marilyn Noel

Dr. Leslie Eldridge

Kathy Hamby

GENERAL's Retirement List for July 2023

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
6270	18-OUT	Car	1997 Sunfire 4 door	Pontiac	VIN# 1G2JB52T8V 7541691	GENERAL	GENERAL
43257	18-100	Paper Shredder	unknown	Fellowes	N/A	GENERAL	GENERAL

Central Services

Room Inventory Worksheet

7/17/2023

18-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Assigned To	Serial	Price
FOOD SERV.	100131	Storage Rack	unknown	STORAGE RACK			$0.00
" "	100140	Storage Rack	unknown	STORAGE RACK			$0.00
CTE	1003451	Sharp MX-C300W	MX-C300W	PRINTER		7301626700	$0.00
	101518	NSF Storage Rack	unknown	STORAGE RACK			$0.00
FOOD SERV.	101776	Rubbermaid Rolling Cart	unknown	CART			$0.00
" "	102420	Storage Rack	unknown	STORAGE RACK			$0.00
" "	102421	Storage Rack	unknown	STORAGE RACK			$0.00
" "	102422	Storage Rack	unknown	STORAGE RACK			$0.00
" "	102423	Storage Rack	unknown	STORAGE RACK			$0.00
" "	102425	Storage Rack	unknown	STORAGE RACK			$0.00
" "	2916	Metal Freezer Storage Rack	unknown	STORAGE RACK			$0.00

FOOD SERVICE's Retirement List for July 2023

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
100809	South	Cooler StorageRack	Greene/ Chrome	unknown	N/A	FOOD SERVICE	FOOD FED
100810	South	Cooler StorageRack	Greene/ Chrome	unknown	N/A	FOOD SERVICE	FOOD FED
100870	South	Fryer	DR50	Hobart	unknown	FOOD SERVICE	FOOD FED
[6] items w/NO Tags	South	Cooler StorageRack	Greene/ Chrome	unknown	N/A	FOOD SERVICE	FOOD FED
[1] item w/NO Tag	Stone	Cooler StorageRack	Greene/ Chrome	unknown	N/A	FOOD SERVICE	FOOD FED

Mitch Lowe, Principal

The Phoenix School
203 Taylor Street
Crossville, TN 38555

Phone: 931-456-1228
Fax: 931-456-9862

June 5, 2023

Dear Ladies and Gentlemen:

On behalf of The Phoenix Campus, I am requesting the retirement of the following surplus item by the Cumberland County Board of Education.

Item to retire:
Tag Number: 27636

Sincerely,

Sharon Miller
Assistant Principal

Cumberland County General Programs
Equipment Retirement Request

Cumberland County Schools
368 4th Street
Crossville, TN 38555

Phoenix School

Date: 6/1/23

Tag Number	Serial or ID Number	Description	Reason Retired
27636	C02MC0V6FFYV	Apple A1418 iMac	Outdated

Principal Signature

General Programs Director Signature
Cumberland County Programs

Stone Memorial High School

2800 Cook Road · Crossville, TN 38571
Telephone (931) 484-5767
Kelly J. Smith
Principal

TO:	Mr. William Stepp, Director of Schools Cumberland County Board of Education
FROM:	Kelly Smith, Principal April Moore, Assistant Principal Stone Memorial High School
RE:	Inventory Items for Retirement
DATE:	July 18, 2023

Dear Mr. Stepp and B.O.E. Members:

Attached you will find a list of inventory items that are slated for retirement. Our SMHS Technology Technician and our School Inventory Auditor have inspected each item. The property no longer serves the staff or students of SMHS or would the property serve another Cumberland County student or employee. Please accept our proposal to retire the items and know that we will follow all proper protocols to dispose of them once approval is granted.

If you have any questions, please feel free to contact us. In an effort to ensure that our inventory is accurate and our school materials records are kept current with fidelity, Mrs. Moore is working diligently to collaborate with others, especially technology, special education, and CTE departments to maintain accuracy through TIP-Web IT.

Respectfully submitted,

Kelly Smith
Principal

April Moore
Assistant Principal

Stone Memorial High School~SMHS

Room Inventory Worksheet

7/18/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	1000	DeWALT Sheet Sander D26441	D26441	SHOP EQUIPMENT		20053449	$0.00
___	1000489	Paslode Power Master Nailer	Power Master Nailer	SHOP EQUIPMENT		1524A0223	$0.00
___	1000490	Bostitch Compressor	unknown	SHOP EQUIPMENT		2962748549	$0.00
___	1001544	Bosch PH328VC Rotary Hammer	PH328VC	SHOP EQUIPMENT		3-611 B3A011	$0.00
___	1001549	DeWALT DW368 Circular Saw	DW368	SHOP EQUIPMENT		164371	$0.00
___	1001553	Paslode 501000 Framing Nailer	501000	SHOP EQUIPMENT		1143A0202	$0.00
___	1001558	Hitachi MD EC2510E Gas Compressor	MD EC2510E	SHOP EQUIPMENT		81100236	$0.00
___	1002286	Kobalt SGY CM1 Concrete Mixer	SGY CM1	SHOP EQUIPMENT		0241568	$0.00
___	1002453	Master 140K BTU Heater	140K BTU	APPLIANCE		180732073	$0.00
___	1002459	Simulaids Arrhythmia Simulator	unknown	INSTRUCTIONAL EQUIPMENT		A0019445	$0.00
___	1008	Porter Cable 330 Spindle Sander Speed	330	SHOP EQUIPMENT		8820000000 0000	$0.00
___	1012	Porter Cable 360 3 inch x 24 inch Belt Sander w/Dust Bag	360	SHOP EQUIPMENT		990370	$0.00
___	1013	Porter Cable 360 3 inch x 24 inch Belt Sander w/Dust Bag	360	SHOP EQUIPMENT		990387	$0.00
___	1039	Milwaukee 0234-6 1/2 inch Magnum Drill	0234-6	SHOP EQUIPMENT		532C506321 704	$0.00

Stone Memorial High School~SMHS

Room Inventory Worksheet

7/18/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	1040	Milwaukee 0234-1 1/2 inch Electric Drill	0234-1	SHOP EQUIPMENT		532C506231442	$0.00
___	1041	Milwaukee 0234-6 1/2 inch Magnum Drill	0234-6	SHOP EQUIPMENT		532C506321682	$0.00
___	1055	Porter Cable FR350MAG Round Head Framing Nailer	FR350MAG	SHOP EQUIPMENT		030083b5042	$0.00
___	1056	Porter Cable FR350MAG Round Head Framing Nailer	FR350MAG	SHOP EQUIPMENT		030082b5042	$0.00
___	1064	Milwaukee Skill Saw	unknown	SHOP EQUIPMENT		983c806150475	$0.00
___	1082	Portamate Saw Stand	unknown	SHOP EQUIPMENT			$0.00
___	1089	Delta Scroll Saw	unknown	SHOP EQUIPMENT		200631-XL	$0.00
___	1122	Wood Lathe	unknown	SHOP EQUIPMENT			$0.00
___	1123	Table Saw	unknown	SHOP EQUIPMENT			$0.00
___	1140	Woodtek 6 inch x 48 inch Belt Sander	unknown	SHOP EQUIPMENT			$0.00
___	18046	JVC 32 inch Flat Tube TV	unknown	TV			$0.00
___	19406	JVC 32 inch Flat Tube TV	unknown	TV		AV 32 F 3765	$0.00
___	19407	JVC DVD-VCR Combo	unknown	ELECTRONIC			$0.00
___	2000	Milwaukee 7 1/4 inch Tilt Skill Saw	unknown	SHOP EQUIPMENT		983C806150480	$0.00
___	20053	Stretcher	unknown	MEDICAL EQUIPMENT			$0.00
___	22743	Sony SLV-D380P DVD-VCR Combo	SLV-D380P	ELECTRONIC		877153	$0.00

Stone Memorial High School~SMHS

Room Inventory Worksheet

7/18/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding **Room Type: VIRTUAL**

	Tag	Product	Model	Product Type	Other #1	Serial	Price
___	40108	Apple MacBook	unknown	LAPTOP		S45021839FYN	$0.00
___	44732	Dell D07S Computer	D07S	COMPUTER		CV13R22	$0.00

The following items may not be found in the new inventory management system but were traced to the old one. The items are CTE items and have been slated for retirement with the approval of the CTE department.

Per John Long, Construction Teacher - Two extension ladders with written property tag numbers **1133** and **1135**. They are too long to be useful for our students. I have not measured them, but they are 40' units. Likely bought to help get people on the roof of the barn. They are in good shape, but take up space needed for my other ladders.