

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Education Regular Meeting**  
**Central Office - 6:00 PM**  
**July 25, 2023**

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
  - 3.1. Approval of July 25th Agenda:
4. **APPROVE MINUTES:**
  - 4.1. Approval of June 27th Minutes:
5. **CONSENT AGENDA:**
  - 5.1. Approval of Central Office Financial Report:
  - 5.2. Approval of Three Schools Financial Report:
  - 5.3. Approval of Addendum to School Safety Plan - SRO MOU:
6. **REGULAR AGENDA:**
  - 6.1. Approval of Disciplinary Hearing Board Committee Members:
  - 6.2. Approval of Threat Assessment Team Members:
  - 6.3. Approval of Second Reading of Section 1 Policies:
    - 6.3.1. Policy 1.106 Code of Ethics:
    - 6.3.2. Policy 1.400 School Board Meetings:
    - 6.3.3. Policy 1.402 Notification of Meetings:
    - 6.3.4. Policy 1.404 Appeals to and Appearances before the Board:
  - 6.4. Approval of Second Reading of Section 3 Policies:
    - 6.4.1. Policy 3.202 Emergency Preparedness Plan:

- 6.4.2. Policy 3.204 Threat Assessment Team:
- 6.4.3. Policy 3.205 Security:
- 6.5. Approval of Second Reading of Section 4 Policies:
  - 6.5.1. Policy 4.204 Summer Instructional Programs:
  - 6.5.2. Policy 4.300 Extracurricular Activities:
  - 6.5.3. Policy 4.403 Library Materials:
- 6.6. Approval of Second Reading of Section 5 Policies:
  - 6.6.1. Policy 5.106 Application and Employment:
  - 6.6.2. Policy 5.119 Employment of Retirees:
  - 6.6.3. Policy 5.305 Family and Medical Leave:
  - 6.6.4. Policy 5.307 Physical Assault Leave:
  - 6.6.5. Policy 5.600 Staff Rights and Responsibilities:
- 6.7. Approval of Second Reading of Section 6 Policies:
  - 6.7.1. Policy 6.202 Home Schools:
  - 6.7.2. Policy 6.300 Code of Conduct:
  - 6.7.3. Policy 6.309 Zero Tolerance Offenses:
  - 6.7.4. Policy 6.319 Alternative Education:
  - 6.7.5. Policy 6.4001 Student Surveys, Analyses, and Evaluations:
  - 6.7.6. Policy 6.402 Physical Examinations and Immunizations:
- 6.8. Approval of 2023-2024 School Fees:
- 6.9. Approval of the Local Agriculture Products Compliance Plan for 2023-2024:
- 6.10. Approval of 2023-2024 School Nutrition Budget:
- 6.11. Approval of 2023-2024 General Purpose Budget:

7. **DIRECTORS REPORT:**

7.1. CO New Hire - Rickey Hooker, Transportation Supervisor:

7.2. TES New Hires - Emmy Donald, Pre-K Teacher Assistant and Kim Johnston, 3rd Grade Teacher:

7.3. TRMS New Hires - Zack Epperson, Special Education; Karimah Morgan, Teacher Assistant; Kaileh Parlow, Teacher Assistant; and Stephenie Sims, 8th Grade Science:

7.4. Central Office Transfer - Shane Jacobs, PHS Principal to CTE Director:

7.5. PHS Transfer - Sonya Campbell, Assistant Principal to Principal:

7.6. Bus Garage Resignation - Dalton Vaughn, Mechanic:

7.7. Central Office Resignation - Ben DiChiara, CTE Director:

7.8. TES Resignation - Mallory Reid, Kindergarten Teacher:

7.9. TRMS Resignations - Kim Laughlin, PE Teacher and CaRae Tubbs, 8th Grade Science Teacher:

7.10. PHS Resignation - Eric Engler, Social Studies Teacher:

7.11. TSBA Northwest Fall District Meeting - Bradford Special School District, September 19th; Registration 4:30 pm:

7.12. TSBA Leadership Conference and Convention - November 16th to 19th:

8. **ADJOURNMENT:**

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Education Regular Meeting**  
**Peabody High School - 6 pm**  
**July 25, 2023**

**1. INVOCATION**

**2. CALL TO ORDER**

**3. APPROVE AGENDA**

- 3.1. Approval of July 25th Agenda

**4. APPROVE MINUTES**

- 4.1. Approval of June 27th Minutes

**5. CONSENT AGENDA**

- 5.1. Approval of Central Office Financial Report
- 5.2. Approval of Three Schools Financial Report
- 5.3. Approval of Addendum to School Safety Plan - SRO MOU

**6. REGULAR AGENDA**

- 6.1. Approval of Disciplinary Hearing Board Committee Members
- 6.2. Approval of Threat Assessment Team Members
- 6.3. Approval of Second Reading of Section 1 Policies
  - 6.3.1. Policy 1.106 Code of Ethics
  - 6.3.2. Policy 1.400 School Board Meetings
  - 6.3.3. Policy 1.402 Notification of Meetings
  - 6.3.4. Policy 1.404 Appeals to and Appearances before the Board
- 6.4. Approval of Second Reading of Section 3 Policies
  - 6.4.1. Policy 3.202 Emergency Preparedness Plan
  - 6.4.2. Policy 3.204 Threat Assessment Team
  - 6.4.3. Policy 3.205 Security
- 6.5. Approval of Second Reading of Section 4 Policies
  - 6.5.1. Policy 4.204 Summer Instructional Program
  - 6.5.2. Policy 4.300 Extracurricular Activities
  - 6.5.3. Policy 4.403 Library Materials
- 6.6. Approval of Second Reading of Section 5 Policies
  - 6.6.1. Policy 5.106 Application and Employment
  - 6.6.2. Policy 5.119 Employment of Retirees
  - 6.6.3. Policy 5.305 Family and Medical Leave
  - 6.6.4. Policy 5.307 Physical Assault Leave
  - 6.6.5. Policy 5.600 Staff Rights and Responsibilities
- 6.7. Approval of Second Reading of Section 6 Policies
  - 6.7.1. Policy 6.202 Home Schools

- 6.7.2. Policy 6.300 Code of Conduct
- 6.7.3. Policy 6.309 Zero Tolerance Offenses
- 6.7.4. Policy 6.319 Alternative Education
- 6.7.5. Policy 6.4001 Student Surveys, Analyses, and Evaluations
- 6.7.6. Policy 6.402 Physical Examinations and Immunizations
- 6.8. Approval of 2023-2024 School Fees
- 6.9. Approval of the Local Agriculture Products Compliance Plan for 2023-2024
- 6.10. Approval of 2023-2024 School Nutrition Budget
- 6.11. Approval of 2023-2024 General Purpose Budget

## **7. DIRECTORS REPORT**

- 7.1. CO New Hire - Rickey Hooker, Transportation Supervisor
- 7.2. TES New Hires - Emmy Donald, Pre-K Teacher Assistant and Kim Johnston, 3rd Grade Teacher
- 7.3. TRMS New Hires - Zack Epperson, Special Education; Karimah Morgan, Teacher Assistant; Kaileh Parlow, Teacher Assistant; and Stephenie Sims, 8th Grade Science
- 7.4. Central Office Transfer - Shane Jacobs, PHS Principal to CTE Director
- 7.5. PHS Transfer - Sonya Campbell, Assistant Principal to Principal
- 7.6. Bus Garage Resignation - Dalton Vaughn, Mechanic
- 7.7. Central Office Resignation - Ben DiChiara, CTE Director
- 7.8. TES Resignation - Mallory Reid, Kindergarten Teacher
- 7.9. TRMS Resignations - Kim Laughlin, PE Teacher and CaRae Tubbs, 8th Grade Science Teacher
- 7.10. PHS Resignation - Eric Engler, Social Studies Teacher
- 7.11. TSBA Northwest Fall District Meeting - Bradford Special School District, September 19th; Registration 4:30 pm
- 7.12. TSBA Leadership Conference and Convention - November 16th to 19th

## **8. ADJOURNMENT**

**TRENTON SPECIAL SCHOOL DISTRICT**  
**Board of Trustees' Regular Meeting**  
**PHS Math Classroom – 6 p.m.**  
**June 27, 2023**

**ROLL CALL:** The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, June 27, 2023, at 6 p.m. In attendance were the following:

Mark Harper, Chairman  
Katie Dinwiddie

Tim Haney, Director of Schools  
Dee Ann McEwen  
Shannon Parra

Absent: Clint Hickerson, Justin Weaver

**CALL TO ORDER:** Chairman Mark Harper called the meeting to order.

**APPROVAL OF AGENDA:** Chairman Harper presented the agenda for the June 27, 2023, Regular Meeting for approval. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**APPROVAL OF DIRECTOR OF SCHOOLS CONTRACT:** Chairman Harper presented Director Haney's contract to begin September 1, 2024 and end June 30, 2027 for approval. Beginning with September 1, 2024, Director Haney's salary would increase to \$125,000 with annual increases begin given at the same rate as the teachers. Director Haney's Travel Allowance and Annuity were both increased \$100 per month to \$550 and \$400 respectively. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**APPROVAL OF MINUTES:** Chairman Harper presented the minutes of the May 2, 2023, Regular Meeting for approval. With no additions or corrections, Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**REPORTS:** Amy Allen shared with the Board that Pre-k would have a new curriculum this school year. The Pre-k teachers, Cortnee Wilkes and Rhonda Summers reviewed the choices available and unanimously selected Connect 4 Learning to be utilized in all five classrooms.

**CONSENT AGENDA:** The following items appeared on the "Consent Agenda":

1. Approval of Central Office Financial Reports
  - a. April 2023
  - b. May 2023
2. Approval of Three Schools Financial Reports
  - a. April 2023
  - b. May 2023
3. Approval of Pre-k Budget Amendments
4. Approval of Bus Garage Budget Amendments
5. Approval of PHS Surplus
6. Approval of CSH Budget Amendments
7. Approval of General Purpose Budget Amendment
8. Approval of 21<sup>st</sup> Century Tutoring Budget Amendments
9. Approval of School Nutrition Budget Amendment

Dee Ann McEwen made the motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**REGULAR AGENDA:** The following items appeared on the “Regular Agenda”:

**APPROVAL FOR 2023-2024 CONSOLIDATED APPLICATION FOR IDEA/ESEA:** Amy Allen shared the 2023-2024 Federal Projects budgets consisted of:

Consolidated Admin	\$81,177.50 for Admin and CO Support Staff
Title IA	\$374,282.90 for Ed Assistants, Instructional Coaches, and Equipment
Title III	\$3,035.49 for Other Supplies and Materials and Staff Development
Title V	\$32,597.83 for portion of J Ramsey and Supplies
IDEA, Part B	\$301,860 for Ed Assistants, Teachers, and Admin
IDEA Preschool	\$10,707 for a portion of a Teacher and Supplies

Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF GENERAL PURPOSE NEW BUDGET ITEMS:** Tammy Smith requested approval of the addition of Summer Learning Camps for TES and TRMS along with Transportation for the Summer Learning Camps to be added to the General Purpose Budget. \$126,247.24 was added for Summer Learning Camps for Two Camp Directors, Teachers, and their fringe benefits along with food supplies for \$126,247.24. Transportation for Summer Camp in the amount of \$22,897.78 covered a stipend for the Transportation Supervisor, Bus Drivers, Bus Monitors, their fringe benefits and fuel. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF TITLE I BUDGET AMENDMENTS #3:** Lisa Garland requested approval for an increase in Instructional Materials and Supplies for \$4,205.72 with \$3,988.45 coming from Indirect Cost and \$217.27 from additional revenue received due to reallocation at year-end. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF TITLE III BUDGET AMENDMENTS #1:** Lisa Garland requested approval for an increase of \$454.70 in Other Supplies and Materials, \$566.97 in Equipment, and \$80.00 in In-Service/Staff Development with a decrease of \$591.01 in Instructional Supplies and \$435.48 in In-Service Staff Development along with a revenue increase of \$75.18 due to reallocations at year-end. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF IDEA BUDGET AMENDMENT #2:** Lisa Garland requested approval for the addition of \$28,587.00 in additional revenue received due to reallocation at year-end. The funds will be expended with \$2,632 in Medical Insurance, \$21,956 in Other Supplies and Materials, and \$3,999 in SPED Equipment. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

**APPROVAL OF IDEA BUDGET AMENDMENT #1:** Lisa Garland requested approval for the addition of \$465 in Revenue for IDEA Pre-School to be expended with \$464 in Medical Insurance and \$1.00 in Staff Development. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**APPROVAL OF 2023-2024 DIFFERENTIATED PAY PLAN:** Shannon Parra requested approval of the 2023-2024 Differentiated Pay Plan. The plan would be unchanged from the current year with a \$2,000 sign-on bonus going to Hard to Staff positions defined as secondary Math, Science, and Foreign Language. An additional \$2,000 bonus may be earned with evidence of satisfactory evaluation results in these three areas. There is also a component for additional duties in secondary Math. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

#### **APPROVAL OF FIRST READING OF SECTION 1 POLICIES:**

- Policy 1.106 Code of Ethics - allows the Board to form a committee to hear complaints
- Policy 1.400 School Board Meetings - allows up to three virtual meetings due to sickness and weather
- Policy 1.402 Notification of Meetings - must tell how to get on the public comments section of the meeting
- Policy 1.404 Appeals to and Appearances before the Board - addresses the process by which a community member gets on the agenda and the new public comments portion of the meeting

Director Haney requested approval of the First Reading of Section 1 Policies with updates noted above. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

#### **APPROVAL OF FIRST READING OF SECTION 3 POLICIES:**

- Policy 3.202 Emergency Preparedness Plan - addition of annual required school drills
- Policy 3.204 Threat Assessment Team - replaces Risk Management and requires each district to have a Threat Assessment Team
- Policy 3.205 Security - requires a door monitor when a school is unlocked after hours for a school activity

Director Haney requested approval of the First Reading of Section 3 Policies with updates noted above. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

#### **APPROVAL OF FIRST READING OF SECTION 4 POLICIES:**

- Policy 4.204 Summer Instructional Programs - replaces Summer School includes new 3<sup>rd</sup> Grade promotion/retention law requirements
- Policy 4.300 Extracurricular Activities - requires parents to sign an opt in form for clubs
- Policy 4.403 Library Materials - separates complaints in to three tiers and who handles each

Director Haney requested approval of the First Reading of Section 4 Policies with updates noted above. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

#### **APPROVAL OF FIRST READING OF SECTION 5 POLICIES:**

- Policy 5.106 Application and Employment - teachers coming from other states should be checked on similar registries to the Department of Children's Services and Department of Health
- Policy 5.119 Employment of Retirees - eliminates the one year clause since there is no tenure component
- Policy 5.305 Family and Medical Leave - provides the new law to provide 6 weeks of paid maternity/paternity leave for licensed employees
- Policy 5.307 Physical Assault Leave - provides full salary instead of Workers Compensation
- Policy 5.600 Staff Rights and Responsibilities - adds numbers 2, 9 and 10 to the existing policy to have their professional judgement and discretion respected, report students who commit offenses of assault and battery or vandalism on school property, and receive benefits in accordance with state law if the educator is a teacher who is on leave due to physical assault or other violent criminal act committed during the course of employment

Director Haney requested approval of the First Reading of Section 5 Policies with updates noted above. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

#### **APPROVAL OF FIRST READING OF SECTION 6 POLICIES:**

- Policy 6.202 Home Schools - changes GED to a high school equivalency credential approved by the State Board of Education
- Policy 6.300 Code of Conduct - addition of threat of mass violence on school property or at a school-related activity under Misbehaviors -Level IV
- Policy 6.309 Zero Tolerance Offenses - adds threats of mass violence on school property or at a school-related activity
- Policy 6.319 Alternative Education - addition of an alternative program as a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled

**Policy 6.4001 Student Surveys, Analyses, and Evaluations – parents must opt-in for underage students to participate**

**Policy 6.402 Physical Examinations and Immunizations – parents may excuse their students 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**

Director Haney requested approval of the First Reading of Section 6 Policies with updates noted above. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

**DIRECTORS REPORT:** The following items were shared by Director Haney:

Central Office Retirement – Gil Rollins, Transportation Supervisor

TES Resignations – Ronny Criswell, 4<sup>th</sup> Grade Teacher; Lucas Garrett, Custodian; Keely Malone, Custodian; Ashlyn Page, Elementary Teacher

PHS Resignation – Alexandra Best, Special Education Teacher

TES Transfer – Andrea Staser, 4<sup>th</sup> Grade Teacher to Instruction Coach Grades 2-4

PHS Transfer – Rachel Hays, Special Education Teacher from TRMS

TES New Hires – Dixie Reed, 3<sup>rd</sup> Grade Teacher; Makayla Zelenka, 2<sup>nd</sup> Grade Teacher; and Addison Woodward, 3<sup>rd</sup> Grade Teacher

TRMS New Hires – Amanda Casey, STEM Coordinator/STEMclusion; John Glenn-Hoekstra, 8<sup>th</sup> Grade Math

PHS New Hires – Sunni Cope, Community Connection Specialist; Kevin Hopper, STEM Teacher; Arianne Stearns, Agriculture Teacher

TSBA Northwest Fall District Meeting – Bradford Special School District, Sept 19<sup>th</sup> Registration 4:30 pm

TSBA Leadership Conference and Convention – Nov 16<sup>th</sup> to 19<sup>th</sup>

Budget Committee Meeting – Friday, July 21<sup>st</sup> at 7 am

July Board Meeting – Tuesday, July 25<sup>th</sup>

**ADJOURNMENT:** With no further business, Dee Ann McEwen made the motion to adjourn. Katie Dinwiddie seconded the motion. The motion carried unanimously.

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Chairman of the Board

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Secretary to the Board

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-011-11130

Number	Date	Description	Check Type	Status	
33019	6/15/2023	American Cancer Society	Vendor	Outstanding	\$0.72
33020	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$2.33
33029	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$0.40
33035	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$13.67
33040	6/15/2023	TASC	Vendor	Reconciled	\$8.33
33047	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$1,129.99
33054	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$3,089.84
33064	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$1,082.36
33070	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$5.00
33072	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$639.06
33080	6/15/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$7.81
33084	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$119.62
33087	6/15/2023	Usable Life	Vendor	Reconciled	\$62.86
33095	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$32.73
33194	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$265.55

**Totals for Vendor**

<b>Number of Checks:</b>	15
<b>Total Checks:</b>	\$6,460.27
<b>Reconciled Checks:</b>	\$6,438.07
<b>Outstanding Checks:</b>	\$22.20
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

Run At: 7/21/2023 3:45 PM  
Run By: Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-011-11130

Account Number: 000000090212

**Totals for 142-011-11130**

<b>Number of Checks:</b>	15
<b>Total Checks:</b>	\$6,460.27
<b>Reconciled Checks:</b>	\$6,438.07
<b>Outstanding Checks:</b>	\$22.20
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-101-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33016	6/8/2023	Uline	Vendor	Reconciled	\$1,725.66
33023	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$8.41
33026	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$5.45
33032	6/15/2023	Peabody High School	Vendor	Reconciled	\$3.57
33034	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.77
33041	6/15/2023	Tn Child Support	Vendor	Reconciled	\$460.15
33051	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$4,531.99
33056	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$12,674.70
33068	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$3,355.76
33076	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,527.07
33083	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$249.12
33088	6/15/2023	Usable Life	Vendor	Reconciled	\$68.49
33098	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$99.19
33123	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$8.41
33128	6/21/2023	Gibson Co Imagination Library	Vendor	Outstanding	\$5.45
33131	6/21/2023	Peabody High School	Vendor	Outstanding	\$4.60
33137	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.77
33139	6/21/2023	Tn Child Support	Vendor	Outstanding	\$460.15
33144	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$4,389.88
33149	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$12,595.54
33158	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$3,355.76
33162	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,527.07
33172	6/21/2023	TSA Consulting Group, Inc.	Vendor	Outstanding	\$249.12
33177	6/21/2023	Usable Life	Vendor	Outstanding	\$68.75
33181	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$99.19
33197	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$5,066.41
33208	6/29/2023	Trenton Special School District	Vendor	Reconciled	\$103.17
33209	6/29/2023	Trenton Special School District	Vendor	Reconciled	\$12,652.27

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-101-11130

Account Number: 000000090212

<b>Number</b>	<b>Date</b>	<b>Description</b>	<b>Check Type</b>	<b>Status</b>	
33210	6/29/2023	Trenton Special School District	Vendor	Reconciled	\$200,000.00

**Totals for Vendor**

<b>Number of Checks:</b>	29
<b>Total Checks:</b>	\$267,362.87
<b>Reconciled Checks:</b>	\$250,448.36
<b>Outstanding Checks:</b>	\$16,914.51
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

Run At: 7/21/2023 3:45 PM  
Run By: Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-101-11130

Account Number: 000000090212

**Totals for 142-101-11130**

<b>Number of Checks:</b>	29
<b>Total Checks:</b>	\$267,362.87
<b>Reconciled Checks:</b>	\$250,448.36
<b>Outstanding Checks:</b>	\$16,914.51
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
 GL Account: 142-301-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33011	6/8/2023	Humboldt City Schools	Vendor	Reconciled	\$4,620.94

**Totals for Vendor**

<b>Number of Checks:</b>	1
<b>Total Checks:</b>	\$4,620.94
<b>Reconciled Checks:</b>	\$4,620.94
<b>Outstanding Checks:</b>	\$0.00
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

Run At: 7/21/2023 3:45 PM  
Run By: Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-301-11130

Account Number: 000000090212

**Totals for 142-301-11130**

<b>Number of Checks:</b>	1
<b>Total Checks:</b>	\$4,620.94
<b>Reconciled Checks:</b>	\$4,620.94
<b>Outstanding Checks:</b>	\$0.00
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-430-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33052	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$2,567.43
33059	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$10,112.62
33078	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$1,642.09
33100	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$4,973.81
33103	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$20,421.13
33103	6/16/2023	Trenton Special School District	Vendor	Void	\$20,421.13
33104	6/16/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$3,157.00
33104	6/16/2023	Trenton Special School District-Concord	Vendor	Void	\$3,157.00
33106	6/20/2023	Ace Building Center	Vendor	Outstanding	\$86.89
33107	6/20/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$262.61
33111	6/20/2023	Food Rite	Vendor	Outstanding	\$32.31
33186	6/21/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$2,143.13
33191	6/22/2023	Helen Branum	Vendor	Reconciled	\$1,258.75
33193	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$8,635.56
33199	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$4,249.70
33202	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$19,065.03
33204	6/27/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,919.68

**Totals for Vendor**

<b>Number of Checks:</b>	17
<b>Total Checks:</b>	\$105,105.87
<b>Reconciled Checks:</b>	\$79,002.80
<b>Outstanding Checks:</b>	\$2,524.94
<b>Void Checks:</b>	\$23,578.13

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-430-11130

Account Number: 000000090212

**Totals for 142-430-11130**

<b>Number of Checks:</b>	17
<b>Total Checks:</b>	\$105,105.87
<b>Reconciled Checks:</b>	\$79,002.80
<b>Outstanding Checks:</b>	\$2,524.94
<b>Void Checks:</b>	\$23,578.13

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142      Account Number: 000000090212  
GL Account: 142-801-11130

Number	Date	Description	Check Type	Status	
33113	6/20/2023	Peabody High School	Vendor	Outstanding	\$697.68
33117	6/20/2023	Trenton Special School District	Vendor	Reconciled	\$913.20
33188	6/21/2023	Lego Education	Vendor	Outstanding	\$6,086.46

**Totals for Vendor**

<b>Number of Checks:</b>	3
<b>Total Checks:</b>	\$7,697.34
<b>Reconciled Checks:</b>	\$913.20
<b>Outstanding Checks:</b>	\$6,784.14
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-801-11130

Account Number: 000000090212

**Totals for 142-801-11130**

**Number of Checks:** 3  
**Total Checks:** \$7,697.34  
**Reconciled Checks:** \$913.20  
**Outstanding Checks:** \$6,784.14  
**Void Checks:** \$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-802-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33116	6/20/2023	Trenton Special School District	Vendor	Reconciled	\$1,059.98
33118	6/20/2023	Tshirt Wholesaler	Vendor	Outstanding	\$4,419.70
33187	6/21/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$1,254.31
33190	6/22/2023	Best Buy Business	Vendor	Outstanding	\$2,701.92

**Totals for Vendor**

<b>Number of Checks:</b>	4
<b>Total Checks:</b>	\$9,435.91
<b>Reconciled Checks:</b>	\$1,059.98
<b>Outstanding Checks:</b>	\$8,375.93
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-802-11130

Account Number: 000000090212

**Totals for 142-802-11130**

<b>Number of Checks:</b>	4
<b>Total Checks:</b>	\$9,435.91
<b>Reconciled Checks:</b>	\$1,059.98
<b>Outstanding Checks:</b>	\$8,375.93
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-900-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33027	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$1.25
33046	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$367.12
33061	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$1,291.31
33079	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$183.19
33109	6/20/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$465.54
33129	6/21/2023	Gibson Co Imagination Library	Vendor	Outstanding	\$1.25
33147	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$360.85
33150	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$1,297.57
33168	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$183.19
33196	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$86.00
33207	6/29/2023	MakerBot Industries	Vendor	Outstanding	\$1,320.99

**Totals for Vendor**

<b>Number of Checks:</b>	11
<b>Total Checks:</b>	\$5,558.26
<b>Reconciled Checks:</b>	\$2,472.91
<b>Outstanding Checks:</b>	\$3,085.35
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-900-11130

Account Number: 000000090212

**Totals for 142-900-11130**

**Number of Checks:** 11  
**Total Checks:** \$5,558.26  
**Reconciled Checks:** \$2,472.91  
**Outstanding Checks:** \$3,085.35  
**Void Checks:** \$0.00

**Trenton Special School District**  
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Bank Account: Bancorp South Checking - Fed Proj 142      Account Number: 000000090212  
GL Account: 142-901-11130

Number	Date	Description	Check Type	Status	
33014	6/8/2023	Riverside Insights	Vendor	Reconciled	\$284.35
33015	6/8/2023	Trenton Special School District	Vendor	Reconciled	\$190.62
33017	6/15/2023	AFLAC	Vendor	Outstanding	\$108.28
33018	6/15/2023	American Cancer Society	Vendor	Outstanding	\$0.78
33022	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$5.80
33030	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$0.38
33037	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$78.13
33039	6/15/2023	TASC	Vendor	Reconciled	\$18.92
33043	6/15/2023	Trenton Education Association	Vendor	Reconciled	\$45.30
33053	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$3,035.77
33060	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$12,751.28
33066	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$4,395.17
33077	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,339.66
33081	6/15/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$34.49
33085	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$104.68
33086	6/15/2023	Usable Life	Vendor	Reconciled	\$68.07
33093	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$164.51
33114	6/20/2023	Starfall Education Foundation	Vendor	Outstanding	\$70.00
33122	6/21/2023	AFLAC	Vendor	Outstanding	\$108.28
33127	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$4.63
33134	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$72.99
33140	6/21/2023	Trenton Education Association	Vendor	Outstanding	\$45.30
33146	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$2,540.90
33153	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$11,432.82
33159	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$4,041.28
33165	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,088.44
33169	6/21/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$18.68
33171	6/21/2023	TSA Consulting Group, Inc.	Vendor	Outstanding	\$50.00

**Trenton Special School District**  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-901-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33175	6/21/2023	Usable Life	Vendor	Outstanding	\$44.81
33179	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$126.42
33185	6/21/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$2,820.64
33195	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$988.70
33200	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$170.05
33201	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$784.59
33205	6/27/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$120.24

**Totals for Vendor**

<b>Number of Checks:</b>	35
<b>Total Checks:</b>	\$49,154.96
<b>Reconciled Checks:</b>	\$30,097.43
<b>Outstanding Checks:</b>	\$19,057.53
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-901-11130

Account Number: 000000090212

**Totals for 142-901-11130**

**Number of Checks:** 35  
**Total Checks:** \$49,154.96  
**Reconciled Checks:** \$30,097.43  
**Outstanding Checks:** \$19,057.53  
**Void Checks:** \$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-911-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33045	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$68.14
33058	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$366.48
33069	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$156.89
33073	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$76.49
33089	6/15/2023	Usable Life	Vendor	Reconciled	\$1.02
33097	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$7.69
33142	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$68.14
33152	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$366.48
33156	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$156.89
33167	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$76.49
33173	6/21/2023	Usable Life	Vendor	Outstanding	\$1.02
33183	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$7.69
33192	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$20.90

**Totals for Vendor**

<b>Number of Checks:</b>	13
<b>Total Checks:</b>	\$1,374.32
<b>Reconciled Checks:</b>	\$842.24
<b>Outstanding Checks:</b>	\$532.08
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-911-11130

Account Number: 000000090212

**Totals for 142-911-11130**

<b>Number of Checks:</b>	13
<b>Total Checks:</b>	\$1,374.32
<b>Reconciled Checks:</b>	\$842.24
<b>Outstanding Checks:</b>	\$532.08
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-933-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33012	6/8/2023	Jd Distributors	Vendor	Reconciled	\$438.60
33013	6/8/2023	Parham LLC	Vendor	Reconciled	\$3,609.00
33025	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$8.47
33028	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$4.32
33031	6/15/2023	Peabody High School	Vendor	Reconciled	\$0.74
33033	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$41.34
33042	6/15/2023	Tn Child Support	Vendor	Reconciled	\$600.00
33044	6/15/2023	Trenton Education Association	Vendor	Reconciled	\$5.41
33049	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$4,219.24
33062	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$17,490.26
33067	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$448.59
33075	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,267.20
33091	6/15/2023	Usable Life	Vendor	Reconciled	\$62.92
33092	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$121.28
33099	6/15/2023	WI SCTF	Vendor	Reconciled	\$200.00
33101	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$38.74
33102	6/16/2023	Trenton Special School District	Vendor	Void	\$1,316.04
33102	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$1,316.04
33105	6/20/2023	Jd Distributors	Vendor	Reconciled	\$3,862.85
33112	6/20/2023	lxl Learning	Vendor	Outstanding	\$18,360.00
33125	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$8.36
33130	6/21/2023	Gibson Co Imagination Library	Vendor	Outstanding	\$4.16
33132	6/21/2023	Peabody High School	Vendor	Outstanding	\$0.75
33135	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$40.48
33138	6/21/2023	Tn Child Support	Vendor	Outstanding	\$600.00
33141	6/21/2023	Trenton Education Association	Vendor	Outstanding	\$3.45
33148	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$3,865.70
33151	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$15,327.99

**Trenton Special School District**  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-933-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33160	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$400.31
33163	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,256.95
33176	6/21/2023	Usable Life	Vendor	Outstanding	\$62.12
33178	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$118.06
33184	6/21/2023	WI SCTF	Vendor	Outstanding	\$200.00
33198	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$34.82
33203	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$1,183.57

**Totals for Vendor**

<b>Number of Checks:</b>	35
<b>Total Checks:</b>	\$78,517.76
<b>Reconciled Checks:</b>	\$42,034.70
<b>Outstanding Checks:</b>	\$35,167.02
<b>Void Checks:</b>	\$1,316.04

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-933-11130

Account Number: 000000090212

**Totals for 142-933-11130**

**Number of Checks:** 35  
**Total Checks:** \$78,517.76  
**Reconciled Checks:** \$42,034.70  
**Outstanding Checks:** \$35,167.02  
**Void Checks:** \$1,316.04

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-944-11130

Account Number: 00000090212

Number	Date	Description	Check Type	Status	
33010	6/7/2023	Trenton Special School District	Vendor	Void	\$43,035.08
33010	6/7/2023	Trenton Special School District	Vendor	Reconciled	\$43,035.08
33024	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$2.46
33036	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$18.92
33048	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$958.11
33055	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$4,062.85
33065	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$1,587.71
33074	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$521.44
33090	6/15/2023	Usable Life	Vendor	Reconciled	\$17.65
33094	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$52.78
33124	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$2.46
33133	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$18.92
33143	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$698.27
33154	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$2,494.45
33157	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$1,587.71
33164	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$521.44
33174	6/21/2023	Usable Life	Vendor	Outstanding	\$17.65
33180	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$52.78

**Totals for Vendor**

<b>Number of Checks:</b>	18
<b>Total Checks:</b>	\$98,685.76
<b>Reconciled Checks:</b>	\$51,457.79
<b>Outstanding Checks:</b>	\$4,192.89
<b>Void Checks:</b>	\$43,035.08

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-944-11130

Account Number: 000000090212

**Totals for 142-944-11130**

**Number of Checks:** 18  
**Total Checks:** \$98,685.76  
**Reconciled Checks:** \$51,457.79  
**Outstanding Checks:** \$4,192.89  
**Void Checks:** \$43,035.08

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-952-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33115	6/20/2023	TNTP, Inc.	Vendor	Outstanding	\$36,400.00
<b>Totals for Vendor</b>					
<b>Number of Checks:</b>					1
<b>Total Checks:</b>					\$36,400.00
<b>Reconciled Checks:</b>					\$0.00
<b>Outstanding Checks:</b>					\$36,400.00
<b>Void Checks:</b>					\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-952-11130

Account Number: 000000090212

**Totals for 142-952-11130**

<b>Number of Checks:</b>	1
<b>Total Checks:</b>	\$36,400.00
<b>Reconciled Checks:</b>	\$0.00
<b>Outstanding Checks:</b>	\$36,400.00
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-954-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33189	6/21/2023	School Specialty, LLC	Vendor	Outstanding	\$839.32
33206	6/27/2023	Birdbrain Technologies	Vendor	Outstanding	\$1,251.90

**Totals for Vendor**

<b>Number of Checks:</b>	2
<b>Total Checks:</b>	\$2,091.22
<b>Reconciled Checks:</b>	\$0.00
<b>Outstanding Checks:</b>	\$2,091.22
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-954-11130

Account Number: 000000090212

**Totals for 142-954-11130**

<b>Number of Checks:</b>	2
<b>Total Checks:</b>	\$2,091.22
<b>Reconciled Checks:</b>	\$0.00
<b>Outstanding Checks:</b>	\$2,091.22
<b>Void Checks:</b>	\$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Bancorp South Checking - Fed Proj 142  
GL Account: 142-955-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
33021	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$1.67
33038	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$7.81
33050	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$717.13
33057	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$2,578.21
33063	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$24.62
33071	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$378.04
33082	6/15/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$63.02
33096	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$27.88
33108	6/20/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$4,836.72
33110	6/20/2023	Best Buy Business	Vendor	Outstanding	\$299.99
33119	6/20/2023	Amazon Capital Services, Inc.	Vendor	Outstanding	\$734.10
33120	6/20/2023	H & R Agri-Power	Vendor	Outstanding	\$17,280.00
33121	6/20/2023	The Library Store	Vendor	Outstanding	\$25,517.55
33126	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$1.67
33136	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$7.81
33145	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$717.13
33155	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$2,578.21
33161	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$24.62
33166	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$378.04
33170	6/21/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$63.02
33182	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$27.88

**Totals for Vendor**

<b>Number of Checks:</b>	21
<b>Total Checks:</b>	\$56,265.12
<b>Reconciled Checks:</b>	\$4,822.72
<b>Outstanding Checks:</b>	\$51,442.40
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Citizens City And County Bank Bus Garage 144  
GL Account: 142-955-11130

Account Number: 000190350001

**Totals for 142-955-11130**

**Number of Checks:** 21  
**Total Checks:** \$56,265.12  
**Reconciled Checks:** \$4,822.72  
**Outstanding Checks:** \$51,442.40  
**Void Checks:** \$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Citizens City And County Bank Bus Garage 144      Account Number: 000190350001

GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
16219	6/15/2023	AFLAC	Vendor	Outstanding	\$60.45
16220	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$7.88
16221	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$18.98
16222	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$2,225.08
16223	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$9,807.90
16224	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$1,869.94
16225	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$1,427.17
16226	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$64.00
16227	6/15/2023	Usable Life	Vendor	Reconciled	\$5.99
16228	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$77.87
16229	6/15/2023	Ace Building Center	Vendor	Reconciled	\$50.93
16230	6/15/2023	Best One Tire Of Jackson	Vendor	Outstanding	\$4,404.88
16231	6/15/2023	Bradford Special School Distri	Vendor	Reconciled	\$3,000.00
16232	6/15/2023	Central States Bus Sales, Inc.	Vendor	Outstanding	\$2,157.80
16233	6/15/2023	Dalton Vaughn	Vendor	Reconciled	\$121.50
16234	6/15/2023	Gibson Connect	Vendor	Reconciled	\$141.51
16235	6/15/2023	Gibson County School District	Vendor	Reconciled	\$3,000.00
16236	6/15/2023	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$1,302.94
16237	6/15/2023	Humboldt City Schools	Vendor	Outstanding	\$3,000.00
16238	6/15/2023	Kenneth Doss	Vendor	Outstanding	\$121.50
16239	6/15/2023	Milan Special School District	Vendor	Outstanding	\$3,000.00
16240	6/15/2023	Parman Energy Corporation	Vendor	Outstanding	\$739.05
16241	6/15/2023	Robert Taylor	Vendor	Outstanding	\$239.00
16242	6/15/2023	Sims Overhead Door	Vendor	Outstanding	\$424.00
16243	6/15/2023	Tag Truck Center Of Jackson	Vendor	Outstanding	\$1,586.00
16244	6/15/2023	Trenton Industrial Laundry	Vendor	Reconciled	\$110.19
16245	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$10,951.36

**Trenton Special School District  
Bank Account Check Listing By Date**

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Bank Account: Regions Bank Cafeteria 143  
GL Account: 144- -11130

Account Number: 0115084308

<b>Number</b>	<b>Date</b>	<b>Description</b>	<b>Check Type</b>	<b>Status</b>	
16246	6/15/2023	Truckpro, LLC	Vendor	Outstanding	\$572.77

**Totals for Vendor**

<b>Number of Checks:</b>	28
<b>Total Checks:</b>	\$50,488.69
<b>Reconciled Checks:</b>	\$34,164.26
<b>Outstanding Checks:</b>	\$16,324.43
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Regions Bank Cafeteria 143  
GL Account: 144- -11130

Account Number: 0115084308

**Totals for 144- -11130**

**Number of Checks:** 28  
**Total Checks:** \$50,488.69  
**Reconciled Checks:** \$34,164.26  
**Outstanding Checks:** \$16,324.43  
**Void Checks:** \$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
15663	6/8/2023	Audrey Sherrick	Vendor	Reconciled	\$229.50
15664	6/8/2023	B & B Fire Protection	Vendor	Reconciled	\$315.00
15665	6/8/2023	Cherie Kelley	Vendor	Reconciled	\$229.50
15666	6/8/2023	Jennifer Coffman	Vendor	Reconciled	\$288.50
15667	6/8/2023	Deloris Morgan	Vendor	Reconciled	\$288.50
15668	6/8/2023	Dolly Johnson	Vendor	Reconciled	\$229.50
15669	6/8/2023	Hiland Dairies	Vendor	Reconciled	\$621.75
15670	6/8/2023	Hotel & Restaurant Supply, Inc	Vendor	Reconciled	\$72,584.64
15671	6/8/2023	Jacqueline Cook	Vendor	Reconciled	\$229.50
15672	6/8/2023	Janet Mann Roach	Vendor	Reconciled	\$288.50
15673	6/8/2023	Lana Hayes	Vendor	Reconciled	\$288.50
15674	6/8/2023	Shelby Colon	Vendor	Reconciled	\$184.20
15675	6/8/2023	State Of Tennessee	Vendor	Reconciled	\$240.00
15676	6/8/2023	Teresa Eddleman	Vendor	Reconciled	\$288.50
15677	6/8/2023	Trenton Special School District	Vendor	Reconciled	\$6,504.24
15678	6/8/2023	Volco	Vendor	Reconciled	\$29.52
15679	6/15/2023	American Cancer Society	Vendor	Outstanding	\$3.00
15680	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$22.68
15681	6/15/2023	Chapter 13 Trustee	Vendor	Reconciled	\$166.00
15682	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$6.28
15683	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$120.20
15684	6/15/2023	TASC	Vendor	Reconciled	\$30.42
15685	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$4,084.00
15686	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$16,309.57
15687	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$7,842.10
15688	6/15/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,389.59
15689	6/15/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$13.39

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
15690	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$75.70
15691	6/15/2023	Usable Life	Vendor	Reconciled	\$91.58
15692	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$230.96
15693	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$711.68
15694	6/16/2023	Trenton Special School District	Vendor	Reconciled	\$3,496.18
15695	6/16/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$399.84
15696	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$20.97
15697	6/21/2023	Chapter 13 Trustee	Vendor	Outstanding	\$166.00
15698	6/21/2023	Gibson Co Imagination Library	Vendor	Outstanding	\$6.25
15699	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$114.65
15700	6/21/2023	TASC	Vendor	Outstanding	\$30.00
15701	6/21/2023	Trenton Special School District	Vendor	Reconciled	\$3,055.12
15702	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$12,316.34
15703	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$7,345.58
15704	6/21/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$2,065.84
15705	6/21/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$13.00
15706	6/21/2023	Usable Life	Vendor	Outstanding	\$28.82
15707	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$171.58
15708	6/27/2023	Audrey Sherrick	Vendor	Outstanding	\$455.00
15709	6/27/2023	Cybersoft Technologies, Inc.	Vendor	Outstanding	\$5,165.00
15710	6/27/2023	Food Rite	Vendor	Outstanding	\$389.20
15711	6/27/2023	Samantha Goyret	Vendor	Outstanding	\$240.00
15712	6/27/2023	Hiland Dairies	Vendor	Reconciled	\$1,775.10
15713	6/27/2023	Hut American Group LLC	Vendor	Outstanding	\$814.20
15714	6/27/2023	Caroline Ideus	Vendor	Outstanding	\$165.00
15715	6/27/2023	Jackson Restaurant Supply	Vendor	Outstanding	\$5,463.00
15716	6/27/2023	Lisa Seiber Garland	Vendor	Outstanding	\$288.50
15717	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$11,018.90

**Trenton Special School District**  
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Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
15718	6/27/2023	Volco	Vendor	Outstanding	\$17.07
15719	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$1,319.44
15720	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$6,280.98
15721	6/27/2023	Trenton Special School District-Concord	Vendor	Reconciled	\$575.13
15722	6/27/2023	Hiland Dairies	Vendor	Reconciled	\$102.40

**Totals for Vendor**

<b>Number of Checks:</b>	60
<b>Total Checks:</b>	\$178,236.09
<b>Reconciled Checks:</b>	\$144,889.34
<b>Outstanding Checks:</b>	\$33,346.75
<b>Void Checks:</b>	\$0.00

Trenton Special School District  
Bank Account Check Listing By Date

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Bank Account: Regions Bank Checking Gen Purpose 141  
GL Account: 143- -11130

Account Number: 0100033708

**Totals for 143- -11130**

**Number of Checks:** 60  
**Total Checks:** \$178,236.09  
**Reconciled Checks:** \$144,889.34  
**Outstanding Checks:** \$33,346.75  
**Void Checks:** \$0.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53026	6/6/2023	Trenton Special School District	Vendor	Reconciled	\$235,593.71
53027	6/8/2023	Trenton Special School District	Vendor	Reconciled	\$29,507.62
53028	6/8/2023	Amazon Capital Services, Inc.	Vendor	Reconciled	\$598.16
53029	6/8/2023	AT & T	Vendor	Reconciled	\$136.19
53030	6/8/2023	Audrey Sherrick	Vendor	Reconciled	\$37.15
53031	6/8/2023	B & B Fire Protection	Vendor	Reconciled	\$382.50
53032	6/8/2023	Betsy Duncan	Vendor	Reconciled	\$37.15
53033	6/8/2023	Central Technologies Inc	Vendor	Reconciled	\$9,276.00
53034	6/8/2023	City Of Trenton	Vendor	Reconciled	\$5,364.32
53035	6/8/2023	Clint Sisco	Vendor	Reconciled	\$762.30
53036	6/8/2023	Cooks' Pest Control, Inc	Vendor	Reconciled	\$450.00
53037	6/8/2023	Elizabeth Hickerson	Vendor	Reconciled	\$37.15
53038	6/8/2023	Ena Services, Llc	Vendor	Reconciled	\$3,710.28
53039	6/8/2023	Food Rite	Vendor	Reconciled	\$44.94
53040	6/8/2023	Frazier Roofing & Sheet Metal	Vendor	Reconciled	\$4,064.00
53041	6/8/2023	Gibson Farmers Co-Op	Vendor	Reconciled	\$19,646.82
53042	6/8/2023	Gopher Sport	Vendor	Reconciled	\$1,057.80
53043	6/8/2023	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$33.46
53044	6/8/2023	Invicta PCS LLC	Vendor	Reconciled	\$2,775.00
53045	6/8/2023	Jack Mays	Vendor	Reconciled	\$37.15
53046	6/8/2023	John Carlton Decorators	Vendor	Reconciled	\$6,100.00
53047	6/8/2023	Judy Blackwell	Vendor	Reconciled	\$990.00
53048	6/8/2023	Ladd's	Vendor	Reconciled	\$5,150.00
53049	6/8/2023	Lanny Poteet, Jr	Vendor	Reconciled	\$960.30
53050	6/8/2023	Leann Cherry	Vendor	Reconciled	\$990.00
53051	6/8/2023	Lisa Phillips	Vendor	Reconciled	\$666.00
53052	6/8/2023	Lowrance Sound Company, Inc.	Vendor	Reconciled	\$573.14

**Trenton Special School District**  
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Bank Account: Regions Bank Checking Gen Purpose 141  
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
53053	6/8/2023	Mccurdy Farms	Vendor	Outstanding	\$1,932.50
53054	6/8/2023	Peabody High School	Vendor	Reconciled	\$140.00
53055	6/8/2023	Pitney Bowes Global Financial Services LLC	Vendor	Reconciled	\$196.98
53056	6/8/2023	Pitneybowes Purchase Power	Vendor	Void	\$91.29
53057	6/8/2023	Positive Promotions	Vendor	Reconciled	\$1,233.29
53058	6/8/2023	Quill Corporation	Vendor	Outstanding	\$293.62
53059	6/8/2023	Raspberry Tire	Vendor	Reconciled	\$414.61
53060	6/8/2023	Rose Campbell	Vendor	Reconciled	\$990.00
53061	6/8/2023	Ryan Matthews	Vendor	Outstanding	\$15.00
53062	6/8/2023	Temple Landscaping, LLC	Vendor	Reconciled	\$4,316.00
53063	6/8/2023	Tennessee Association of Agricultural Teachers	Vendor	Reconciled	\$207.00
53064	6/8/2023	Tere Lumley	Vendor	Reconciled	\$524.70
53065	6/8/2023	Terrie Joyner	Vendor	Reconciled	\$1,494.00
53066	6/8/2023	Tn Book Company	Vendor	Reconciled	\$348.00
53067	6/8/2023	Trenton Gazette	Vendor	Reconciled	\$210.00
53068	6/8/2023	Trenton Industrial Laundry	Vendor	Reconciled	\$195.66
53069	6/8/2023	Trenton Light & Water Depts.	Vendor	Reconciled	\$35,876.55
53070	6/8/2023	Trenton Rosenwald Middle School	Vendor	Reconciled	\$2,000.00
53071	6/8/2023	Trenton Special School District	Vendor	Reconciled	\$4,428.57
53072	6/8/2023	United Refrigeration Inc.	Vendor	Reconciled	\$422.06
53073	6/8/2023	Verizon	Vendor	Reconciled	\$881.09
53074	6/8/2023	Wells Fargo Financial Leasing, Inc.	Vendor	Reconciled	\$254.17
53075	6/8/2023	Words For Life Speech	Vendor	Reconciled	\$3,000.00
53076	6/13/2023	Trenton Special School District	Vendor	Reconciled	\$43,035.08
53077	6/14/2023	Amy Van Buuren	Vendor	Reconciled	\$720.00
53078	6/15/2023	AFLAC	Vendor	Outstanding	\$85.76
53079	6/15/2023	American Cancer Society	Vendor	Outstanding	\$30.50
53080	6/15/2023	BLUECROSS BLUESHIELD	Vendor	Reconciled	\$140.45

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Regions Bank Checking Gen Purpose 141      Account Number: 0100033708  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53081	6/15/2023	Centennial Bank	Vendor	Reconciled	\$484,624.41
53082	6/15/2023	Gibson Co Imagination Library	Vendor	Reconciled	\$138.67
53083	6/15/2023	HORACE MANN INSURANCE COMPANY	Vendor	Reconciled	\$628.66
53084	6/15/2023	Peabody High School	Vendor	Reconciled	\$120.69
53085	6/15/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,087.36
53086	6/15/2023	TASC	Vendor	Reconciled	\$1,778.95
53087	6/15/2023	Tn Child Support	Vendor	Reconciled	\$1,876.85
53088	6/15/2023	Trenton Education Association	Vendor	Reconciled	\$2,353.65
53089	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$45.96
53090	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$272.00
53091	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$103,055.78
53092	6/15/2023	Trenton Special School District	Vendor	Reconciled	\$30.00
53093	6/15/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$1,179.83
53094	6/15/2023	TSA Consulting Group, Inc.	Vendor	Reconciled	\$5,696.88
53095	6/15/2023	Usable Life	Vendor	Reconciled	\$1,895.03
53096	6/15/2023	USABLE LIFE	Vendor	Reconciled	\$4,895.39
53097	6/15/2023	Ymca Of Memphis And	Vendor	Reconciled	\$700.00
53098	6/16/2023	Centennial Bank	Vendor	Reconciled	\$73,178.40
53099	6/19/2023	Ace Building Center	Vendor	Reconciled	\$155.91
53100	6/19/2023	Act Publications	Vendor	Reconciled	\$3,145.00
53101	6/19/2023	Airgas USA, LLC	Vendor	Reconciled	\$135.82
53102	6/19/2023	Amazon Capital Services, Inc.	Vendor	Reconciled	\$1,346.95
53103	6/19/2023	AT & T	Vendor	Reconciled	\$115.18
53104	6/19/2023	Blick Art Materials	Vendor	Reconciled	\$12.46
53105	6/19/2023	Bradley Roberts	Vendor	Reconciled	\$484.50
53106	6/19/2023	Cooks' Pest Control, Inc	Vendor	Reconciled	\$450.00
53107	6/19/2023	Cumberland Securities	Vendor	Reconciled	\$500.00
53108	6/19/2023	Fast Pace Medical Clinic PLLC	Vendor	Reconciled	\$10.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

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Bank Account: Regions Bank Checking Gen Purpose 141      Account Number: 0100033708  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53109	6/19/2023	Gibson Connect	Vendor	Reconciled	\$209.95
53110	6/19/2023	Gibson County School District	Vendor	Reconciled	\$3,510.00
53111	6/19/2023	Kim Reynolds	Vendor	Outstanding	\$37.15
53112	6/19/2023	Krisalyn Scott	Vendor	Reconciled	\$37.15
53113	6/19/2023	Kristy Shelton	Vendor	Outstanding	\$37.15
53114	6/19/2023	LeBonheur Pediatric Specialists - School Based The	Vendor	Outstanding	\$2,256.88
53115	6/19/2023	Scarlett Mathis	Vendor	Reconciled	\$37.15
53116	6/19/2023	Peabody High School	Vendor	Reconciled	\$756.17
53117	6/19/2023	Pitney Bowes Global Financial Services LLC	Vendor	Reconciled	\$91.29
53118	6/19/2023	Sam's Club	Vendor	Outstanding	\$335.00
53119	6/19/2023	Sheila N. Robinson	Vendor	Reconciled	\$37.15
53120	6/19/2023	Steve Gosney	Vendor	Reconciled	\$705.75
53121	6/19/2023	Temple Landscaping, LLC	Vendor	Outstanding	\$4,316.00
53122	6/19/2023	Tn Dept Of Labor/Workforce	Vendor	Reconciled	\$660.00
53123	6/19/2023	Trenton Elementary School	Vendor	Reconciled	\$1,276.10
53124	6/19/2023	Trenton Industrial Laundry	Vendor	Reconciled	\$75.62
53125	6/19/2023	Trenton Light & Water Depts.	Vendor	Reconciled	\$952.57
53126	6/19/2023	Trenton Rosenwald Middle School	Vendor	Reconciled	\$2,102.45
53127	6/19/2023	Trenton Special School District	Vendor	Reconciled	\$3,573.57
53128	6/19/2023	Tri-City Reporter	Vendor	Outstanding	\$42.00
53129	6/19/2023	Vivacity Tech PBC	Vendor	Reconciled	\$8,000.00
53130	6/19/2023	WMC Contracting Co, Inc	Vendor	Outstanding	\$2,300.00
53131	6/19/2023	Ace Building Center	Vendor	Reconciled	\$39.06
53132	6/19/2023	AT & T	Vendor	Reconciled	\$403.14
53133	6/20/2023	Trenton Special School District	Vendor	Reconciled	\$180,180.64
53134	6/20/2023	AT & T	Vendor	Reconciled	\$46.03
53135	6/20/2023	Perry Professional Lawn, Llc	Vendor	Reconciled	\$2,185.00
53136	6/20/2023	R J Young Company	Vendor	Reconciled	\$523.00

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
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Bank Account: Regions Bank Checking Gen Purpose 141      Account Number: 0100033708  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53137	6/21/2023	AFLAC	Vendor	Outstanding	\$40.26
53138	6/21/2023	American Cancer Society	Vendor	Outstanding	\$30.00
53139	6/21/2023	BLUECROSS BLUESHIELD	Vendor	Outstanding	\$113.32
53140	6/21/2023	Gibson Co Imagination Library	Vendor	Outstanding	\$120.64
53141	6/21/2023	HORACE MANN INSURANCE COMPANY	Vendor	Outstanding	\$628.66
53142	6/21/2023	Peabody High School	Vendor	Outstanding	\$89.65
53143	6/21/2023	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,011.28
53144	6/21/2023	TASC	Vendor	Outstanding	\$923.30
53145	6/21/2023	Tn Child Support	Vendor	Outstanding	\$1,876.85
53146	6/21/2023	Trenton Education Association	Vendor	Outstanding	\$2,355.61
53147	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$87,306.59
53148	6/21/2023	Trenton Special School District	Vendor	Outstanding	\$15.00
53149	6/21/2023	Trustmark Voluntary Benefit	Vendor	Outstanding	\$1,007.57
53150	6/21/2023	TSA Consulting Group, Inc.	Vendor	Outstanding	\$3,865.88
53151	6/21/2023	Usable Life	Vendor	Outstanding	\$1,428.00
53152	6/21/2023	USABLE LIFE	Vendor	Outstanding	\$4,008.82
53153	6/21/2023	Ymca Of Memphis And	Vendor	Outstanding	\$557.00
53154	6/21/2023	Gibson Co Utility Dist	Vendor	Reconciled	\$1,378.83
53155	6/21/2023	Merit Group	Vendor	Reconciled	\$880.00
53156	6/21/2023	Quill Corporation	Vendor	Outstanding	\$16.99
53157	6/21/2023	Trenton Rotary Club	Vendor	Outstanding	\$133.00
53158	6/26/2023	Trenton Special School District	Vendor	Reconciled	\$45,624.16
53159	6/27/2023	AT & T	Vendor	Outstanding	\$85.21
53160	6/27/2023	Blick Art Materials	Vendor	Outstanding	\$236.78
53161	6/27/2023	Willie M Elder	Vendor	Outstanding	\$37.15
53162	6/27/2023	Food Rite	Vendor	Outstanding	\$31.74
53163	6/27/2023	Tn Dept Of Labor/Workforce	Vendor	Outstanding	\$60.00
53164	6/27/2023	Tn Tractor, Llc	Vendor	Outstanding	\$745.45

**Trenton Special School District**  
**Bank Account Check Listing By Date**

**Run At:** 7/21/2023 3:45 PM  
**Run By:** Shannon Parra  
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Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
53165	6/27/2023	Trenton Special School District	Vendor	Reconciled	\$161.00
53166	6/27/2023	Centennial Bank	Vendor	Reconciled	\$74,102.47
53167	6/27/2023	AT & T	Vendor	Outstanding	\$68.09
53168	6/27/2023	Verizon	Vendor	Void	\$149.08
53169	6/27/2023	Verizon	Vendor	Outstanding	\$149.08
53170	6/27/2023	Trenton Light & Water Depts.	Vendor	Outstanding	\$3,855.36
53171	6/28/2023	Trenton Special School District	Vendor	Reconciled	\$201,878.29
53172	6/28/2023	Temple, Inc.	Vendor	Outstanding	\$31,452.00
53173	6/29/2023	AT & T	Vendor	Outstanding	\$24.76
53174	6/29/2023	American Fire Protection	Vendor	Outstanding	\$4,788.00
53175	6/29/2023	Trenton Special School District	Vendor	Reconciled	\$3,247.03
53176	6/30/2023	Trenton Special School District	Vendor	Outstanding	\$36,400.00

**Totals for Vendor**

<b>Number of Checks:</b>	151
<b>Total Checks:</b>	\$1,847,981.22
<b>Reconciled Checks:</b>	\$1,650,330.06
<b>Outstanding Checks:</b>	\$197,410.79
<b>Void Checks:</b>	\$240.37

Trenton Special School District  
Bank Account Check Listing By Date

Run At: 7/21/2023 3:45 PM  
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Bank Account: Regions Bank Checking Gen Purpose 141  
GL Account: 141- -11130

Account Number: 0100033708

**Totals for 141- -11130**

**Number of Checks:** 151  
**Total Checks:** \$1,847,981.22  
**Reconciled Checks:** \$1,650,330.06  
**Outstanding Checks:** \$197,410.79  
**Void Checks:** \$240.37

Trenton Special School District  
Bank Account Check Listing By Date

Run At: 7/21/2023 3:45 PM  
Run By: Shannon Parra  
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Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

**Grand Totals**

**Number of Checks:** 444  
**Total Checks:** \$2,805,436.60  
**Reconciled Checks:** \$2,303,594.80  
**Outstanding Checks:** \$433,672.18  
**Void Checks:** \$68,169.62

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40210	Local Option Sales Tax	900,000.00	(1,518,936.47)	168.77 %	75,000.00	(264,498.62)	352.66 %
40350	Interstate Telecommunications Tax	5,000.00	(9,712.44)	194.25 %	416.67	(1,587.54)	381.01 %
40610	Current Property Tax	2,803,338.00	(2,894,658.59)	103.26 %	233,611.50	(62,728.84)	26.85 %
40620	Prior Year's Property Tax	100,000.00	(115,187.63)	115.19 %	8,333.33	(4,866.00)	58.39 %
40630	Interest And Penalty	12,000.00	(15,591.36)	129.93 %	1,000.00	(2,966.09)	296.61 %
40650	Payments In Lieu Of Taxes	2,500.00	(25,449.52)	1,017.98 %	208.33	(287.46)	137.98 %
41110	Marriage Licenses	300.00	(391.23)	130.41 %	25.00	(68.77)	275.08 %
43531	Transportation - Other State Systems	3,000.00	(7,749.94)	258.33 %	250.00	(6,278.57)	2,511.43 %
43570	Receipts From Individual Schools	25,000.00	(41,542.64)	166.17 %	2,083.33	(15,734.71)	755.27 %
43990	Other Charges For Services	25,000.00	(56,874.07)	227.50 %	2,083.33	(5,695.38)	273.38 %
44110	Investment Income	6,000.00	(126,325.92)	2,105.43 %	500.00	(15,008.84)	3,001.77 %
44120	Lease/Rentals	21,000.00	(30,790.00)	146.62 %	1,750.00	(3,300.00)	188.57 %
44170	Miscellaneous Refunds	2,389.50	(2,606.55)	109.08 %	199.13	0.00	0.00 %
44530	Sale Of Equipment	0.00	(1,612.00)	0.00 %	0.00	0.00	0.00 %
44570	Contributions & Gifts	9,430.00	(10,039.00)	106.46 %	785.83	0.00	0.00 %
44990	Other Local Revenues	0.00	(1,255.00)	0.00 %	0.00	(280.00)	0.00 %
46511	Basic Education Program	8,441,000.00	(8,596,969.00)	101.85 %	703,416.67	(960,903.12)	136.61 %
46515	Early Childhood Education	412,198.00	(412,197.16)	100.00 %	34,349.83	(92,154.77)	268.28 %
46590	Other State Education Funds	245,974.02	(238,969.71)	97.15 %	20,497.84	(126,696.52)	618.10 %
46591	Coordinated School Health ARRA	105,000.00	(105,000.00)	100.00 %	8,750.00	(25,611.24)	292.70 %
46594	Family Resource Centers ARRA	29,611.00	(29,611.65)	100.00 %	2,467.58	0.00	0.00 %
46610	Career Ladder Program	15,000.00	(13,020.72)	86.80 %	1,250.00	(1,163.40)	93.07 %
46980	Other State Grants	1,555,870.00	(281,484.16)	18.09 %	129,655.83	(138,837.27)	107.08 %
47143	Special Education - Grants To States	2,925.00	(2,925.00)	100.00 %	243.75	0.00	0.00 %
49700	Insurance Recovery	0.00	(7,980.00)	0.00 %	0.00	0.00	0.00 %
49800	Transfers In	5,000.00	(11,617.45)	232.35 %	416.67	(11,617.45)	2,788.19 %
	<b>Total Revenues</b>	<b>14,727,535.52</b>	<b>(14,558,497.21)</b>	<b>98.85 %</b>	<b>1,227,294.63</b>	<b>(1,740,284.59)</b>	<b>141.80 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(5,494,158.62)	5,089,639.04	92.64 %	(457,846.55)	880,285.51	192.27 %
71150	Alternative Instruction Program	(271,331.00)	265,127.78	97.71 %	(22,610.92)	43,390.64	191.90 %
71200	Special Education Program	(539,673.00)	486,366.09	90.12 %	(44,972.75)	48,825.16	108.57 %
71300	Career and Technical Education	(1,867,144.50)	501,866.46	26.88 %	(155,595.38)	47,275.09	30.38 %
71400	Student Body Education Program	(40,856.00)	40,691.27	99.60 %	(3,404.67)	4,701.29	138.08 %
72110	Attendance	(135,153.00)	129,833.89	96.06 %	(11,262.75)	16,658.45	147.91 %
72120	Health Services	(186,734.00)	114,136.26	61.12 %	(15,561.17)	(31,847.29)	-204.66 %
72130	Other Student Support	(454,196.10)	415,129.00	91.40 %	(37,849.68)	67,289.90	177.78 %
72210	Regular Instruction Program	(600,715.62)	531,958.59	88.55 %	(50,059.64)	72,651.29	145.13 %

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72220	Special Education Program	(60,403.00)	60,051.61	99.42 %	(5,033.58)	4,486.91	89.14 %
72230	Career and Technical Education	(107,312.00)	100,709.47	93.85 %	(8,942.67)	9,665.96	108.09 %
72250	Instructional Technology	(333,331.00)	266,071.49	79.82 %	(27,777.58)	19,675.87	70.83 %
72310	Board Of Education	(216,523.00)	163,634.25	75.57 %	(18,043.58)	(17,576.79)	-97.41 %
72320	Director Of Schools	(169,864.00)	165,651.66	97.52 %	(14,155.33)	14,086.38	99.51 %
72410	Office Of The Principal	(765,131.00)	725,012.19	94.76 %	(63,760.92)	82,348.87	129.15 %
72510	Fiscal Services	(88,612.00)	80,860.65	91.25 %	(7,384.33)	5,762.49	78.04 %
72520	Human Services/Personnel	(113,672.00)	111,632.58	98.21 %	(9,472.67)	8,829.57	93.21 %
72610	Operation Of Plant	(734,636.00)	634,796.35	86.41 %	(61,219.67)	45,338.74	74.06 %
72620	Maintenance Of Plant	(411,661.40)	365,572.59	88.80 %	(34,305.12)	21,828.22	63.63 %
72710	Transportation	(405,491.78)	372,365.44	91.83 %	(33,790.98)	61,978.05	183.42 %
72810	Central And Other	(32,650.00)	24,381.62	74.68 %	(2,720.83)	298.00	10.95 %
73300	Community Services	(1,451.00)	1,450.00	99.93 %	(120.92)	0.00	0.00 %
73400	Early Childhood Education	(412,198.00)	412,198.00	100.00 %	(34,349.83)	91,463.60	266.27 %
76100	Regular Capital Outlay	(1,157,408.50)	1,041,242.44	89.96 %	(96,450.71)	0.00	0.00 %
82130	Education	(655,000.00)	655,000.00	100.00 %	(54,583.33)	0.00	0.00 %
82230	Education	(608,169.00)	608,168.76	100.00 %	(50,680.75)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(15,863,475.52)</b>	<b>13,363,547.48</b>	<b>84.24 %</b>	<b>(1,321,956.29)</b>	<b>1,497,415.91</b>	<b>113.27 %</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>(1,135,940.00)</b>	<b>(1,194,949.73)</b>	<b>-105.19 %</b>	<b>(94,661.67)</b>	<b>(242,868.68)</b>	<b>-256.56</b>

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44110	Investment Income	0.00	0.00	0.00 %	0.00	231.73	0.00 %
46980	Other State Grants	309,661.23	(290,582.13)	93.84 %	25,805.10	(139,414.67)	540.26 %
47131	Vocational Educ - Basic Grants To	79,962.75	(78,664.67)	98.38 %	6,663.56	(30,043.97)	450.87 %
47141	Title 1 Grants To Local Educ Agencies	654,484.10	(499,644.03)	76.34 %	54,540.34	(154,073.22)	282.49 %
47143	Special Education - Grants To States	358,475.65	(293,973.35)	82.01 %	29,872.97	(78,208.00)	261.80 %
47145	Special Education Preschool Grants	17,058.50	(6,471.11)	37.93 %	1,421.54	(2,051.03)	144.28 %
47146	English Language Acquisition Grants	17,559.57	(13,074.60)	74.46 %	1,463.30	(9,980.50)	682.06 %
47307	COVID-19 Grant B	71,250.00	(71,250.00)	100.00 %	5,937.50	(35,625.00)	600.00 %
47309	COVID-19 Grant D	134,200.00	(114,099.62)	85.02 %	11,183.33	(36,400.00)	325.48 %
47310	COVID-19 Grant E	266,672.99	(201,847.13)	75.69 %	22,222.75	(94,383.90)	424.72 %
47401	American Rescue Plan Act Grant #1	1,627,488.38	(739,285.65)	45.42 %	135,624.03	(170,611.51)	125.80 %
47402	American Rescue Plan Act Grant #2	49,015.19	(31,008.94)	63.26 %	4,084.60	(8,515.34)	208.47 %
47404	American Rescue Plan Act Grant #4	13,643.40	(1,728.89)	12.67 %	1,136.95	0.00	0.00 %
47590	Other Federal Through State	89,929.96	(89,579.81)	99.61 %	7,494.16	(68,669.99)	916.31 %
	<b>Total Revenues</b>	<b>3,689,401.72</b>	<b>(2,431,209.93)</b>	<b>65.90 %</b>	<b>307,450.14</b>	<b>(827,745.40)</b>	<b>269.23 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(673,330.89)	404,740.46	60.11 %	(56,110.91)	56,156.69	100.08 %
71200	Special Education Program	(540,108.47)	405,596.76	75.10 %	(45,009.04)	56,586.22	125.72 %
71300	Career and Technical Education	(337,349.70)	300,291.09	89.01 %	(28,112.48)	67,168.22	238.93 %
72120	Health Services	(203,559.89)	146,822.78	72.13 %	(16,963.32)	65,259.30	384.71 %
72130	Other Student Support	(98,480.27)	84,138.88	85.44 %	(8,206.69)	14,768.49	179.96 %
72210	Regular Instruction Program	(346,417.04)	316,222.64	91.28 %	(28,868.09)	49,078.95	170.01 %
72220	Special Education Program	(40,085.00)	34,832.21	86.90 %	(3,340.42)	2,871.91	85.97 %
72230	Career and Technical Education	(1,200.00)	1,200.00	100.00 %	(100.00)	(164.17)	-164.17 %
72610	Operation Of Plant	(666,568.62)	309,849.23	46.48 %	(55,547.39)	(115,659.92)	-208.22 %
72710	Transportation	(129,304.53)	125,082.43	96.73 %	(10,775.38)	0.00	0.00 %
73300	Community Services	(302,033.23)	282,954.13	93.68 %	(25,169.44)	73,661.24	292.66 %
76100	Regular Capital Outlay	(339,346.63)	37,716.00	11.11 %	(28,278.89)	0.00	0.00 %
99100	Transfers Out	(11,617.45)	11,617.45	100.00 %	(968.12)	11,617.45	1,200.00 %
	<b>Total Expenditures</b>	<b>(3,689,401.72)</b>	<b>2,461,064.06</b>	<b>66.71 %</b>	<b>(307,450.14)</b>	<b>281,344.38</b>	<b>91.51 %</b>
<b>Total</b>	<b>142 School Federal Projects</b>	<b>0.00</b>	<b>29,854.13</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(546,401.02)</b>	<b>0.00 %</b>

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43521	Lunch Payments - Children	30,256.26	(108,584.11)	358.88 %	2,521.36	(12,712.73)	504.20 %
43522	Lunch Payments - Adults	10,000.00	(9,760.05)	97.60 %	833.33	(1,456.00)	174.72 %
43523	Income From Breakfast	200.00	0.00	0.00 %	16.67	0.00	0.00 %
44110	Investment Income	22,544.74	(841.06)	3.73 %	1,878.73	(96.86)	5.16 %
46520	School Food Service	8,000.00	(8,907.02)	111.34 %	666.67	0.00	0.00 %
46980	Other State Grants	55,741.00	(17,496.20)	31.39 %	4,645.08	(17,496.20)	376.66 %
47111	USDA School Lunch Program	700,000.00	(528,351.86)	75.48 %	58,333.33	(134,012.66)	229.74 %
47112	USDA Commodities	70,804.00	0.00	0.00 %	5,900.33	0.00	0.00 %
47113	Breakfast	700,000.00	(314,347.60)	44.91 %	58,333.33	(82,890.52)	142.10 %
47114	USDA - Other	358,667.83	(132,333.57)	36.90 %	29,888.99	(13,048.15)	43.66 %
	<b>Total Revenues</b>	<b>1,956,213.83</b>	<b>(1,120,621.47)</b>	<b>57.29 %</b>	<b>163,017.82</b>	<b>(261,713.12)</b>	<b>160.54 %</b>
<b>Expenditures</b>							
73100	Food Service	(2,021,213.83)	1,146,153.52	56.71 %	(168,434.49)	(796,542.50)	-472.91 %
	<b>Total Expenditures</b>	<b>(2,021,213.83)</b>	<b>1,146,153.52</b>	<b>56.71 %</b>	<b>(168,434.49)</b>	<b>(796,542.50)</b>	<b>-472.91</b>
<b>Total</b>	<b>143 Central Cafeteria</b>	<b>(65,000.00)</b>	<b>25,532.05</b>	<b>39.28 %</b>	<b>(5,416.67)</b>	<b>(1,058,255.62)</b>	<b>-</b>

Template Name:  
Created by: LGC

Trenton Special School District  
Summary Financial Statement  
June 2023

User:  
Date/Time:

Shannon Parra  
7/21/2023 3:50 PM  
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144 School Transportation		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
43531	Transportation - Other State Systems	544,451.43	(544,451.43)	100.00 %	45,370.95	(68,799.87)	151.64 %
	<b>Total Revenues</b>	<b>544,451.43</b>	<b>(544,451.43)</b>	<b>100.00 %</b>	<b>45,370.95</b>	<b>(68,799.87)</b>	<b>151.64 %</b>
<b>Expenditures</b>							
72710	Transportation	(544,451.43)	544,451.43	100.00 %	(45,370.95)	33,488.69	73.81 %
	<b>Total Expenditures</b>	<b>(544,451.43)</b>	<b>544,451.43</b>	<b>100.00 %</b>	<b>(45,370.95)</b>	<b>33,488.69</b>	<b>73.81 %</b>
<b>Total</b>	<b>144</b> School Transportation	<b>0.00</b>	<b>0.00</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(35,311.18)</b>	<b>0.00 %</b>

Run Date: 7/6/2023 1:46:45PM

**Peabody High School**Balance Sheet Report  
Through 06/30/2023

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	28,444.58	167,037.73	0.00	195,482.31
<b>Total Assets</b>		<b>\$28,444.58</b>	<b>\$167,037.73</b>	<b>\$0.00</b>	<b>\$195,482.31</b>
<b>Liabilities</b>					
91	General fund balance	-26,259.25	0.00	0.00	-26,259.25
<b>Total Liabilities</b>		<b>\$-26,259.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-26,259.25</b>
<b>Revenues</b>					
300	Start-up Change	-81,600.00	0.00	0.00	-81,600.00
304.3	Pepsi Machine	-4,520.00	0.00	0.00	-4,520.00
304.4	Graham Snack Foods	-4,483.20	0.00	0.00	-4,483.20
307	Donations	-151.77	0.00	0.00	-151.77
321	Board Allocations	-11,683.41	0.00	0.00	-11,683.41
324	Copier	-2,388.00	0.00	0.00	-2,388.00
333	Safety & Security	-1,070.00	0.00	0.00	-1,070.00
355	Student Incentive	-4,966.25	0.00	0.00	-4,966.25
<b>Total Revenues</b>		<b>\$-110,862.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-110,862.63</b>
<b>Expenditures</b>					
400	Start-up Change	81,600.00	0.00	0.00	81,600.00
411	Admin Supplies & Materials	1,421.17	0.00	0.00	1,421.17
420	Other Admin Expenditures	3,599.87	0.00	0.00	3,599.87
421	Instructional Supplies & Materials	2,355.31	0.00	0.00	2,355.31
426	Copy Machine	10,368.94	0.00	0.00	10,368.94
449	Equipment	1,599.99	0.00	0.00	1,599.99
452	Postage	600.00	0.00	0.00	600.00
455	Student Incentive	2,187.04	0.00	0.00	2,187.04
459	Other Expenditures	4,944.98	0.00	0.00	4,944.98
<b>Total Expenditures</b>		<b>\$108,677.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108,677.30</b>
<b>Restricted Accounts</b>					
601	All Athletics	0.00	-11,758.78	0.00	-11,758.78
701	Class of 2023	0.00	-5,547.19	0.00	-5,547.19
704	Class of 2026	0.00	-36.83	0.00	-36.83
801	Beta Club	0.00	-2,680.34	0.00	-2,680.34
802	FFA Club	0.00	-9,608.23	0.00	-9,608.23
803	Speech & Debate Club	0.00	-1,001.04	0.00	-1,001.04
811	Math Club	0.00	0.00	0.00	0.00
813	History Club	0.00	0.00	0.00	0.00
814	Pep Club	0.00	-284.16	0.00	-284.16
821	Junior Rotary	0.00	-812.13	0.00	-812.13
822	HOSA	0.00	-181.24	0.00	-181.24
824	Future Teachers of America	0.00	0.00	0.00	0.00
825	Girls & Boys State	0.00	-31,398.74	0.00	-31,398.74
827	Peabody Pals	0.00	-335.10	0.00	-335.10
828	STEM Club	0.00	-2,221.30	0.00	-2,221.30
829	21 Plus Club	0.00	-2,246.43	0.00	-2,246.43
831	Peabody Rock Ensemble	0.00	-121.82	0.00	-121.82
832	AP - Advance Placement	0.00	-1,580.55	0.00	-1,580.55
833	SAT Exam	0.00	-15.00	0.00	-15.00

**Peabody High School**

Run Date: 7/6/2023 1:46:45PM

Balance Sheet Report  
Through 06/30/2023

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
840	Prom	0.00	-4,484.55	0.00	-4,484.55
841	Graduation	0.00	-312.95	0.00	-312.95
901	Library	0.00	-124.28	0.00	-124.28
902	Cheerleaders	0.00	-5,551.22	0.00	-5,551.22
903	School Annuals	0.00	-6,941.48	0.00	-6,941.48
904	Band	0.00	-24,532.41	0.00	-24,532.41
906	Student Council	0.00	-1,228.13	0.00	-1,228.13
907	Art	0.00	-894.63	0.00	-894.63
908	Special Olympics	0.00	0.00	0.00	0.00
911	St. Jude	0.00	0.00	0.00	0.00
915	Project Inspire	0.00	-16.15	0.00	-16.15
916	Chromebook	0.00	0.00	0.00	0.00
931	Operating Account	0.00	-12,396.41	0.00	-12,396.41
	Donations				
932	Football Donations	0.00	-13,229.77	0.00	-13,229.77
933	Girls Basketball	0.00	-1,328.09	0.00	-1,328.09
	Donations				
934	Boys Basketball	0.00	-2,870.45	0.00	-2,870.45
	Donations				
935	Baseball Donations	0.00	-1,783.08	0.00	-1,783.08
936	Golf Donations	0.00	-1,029.25	0.00	-1,029.25
938	Soccer Donations	0.00	-221.37	0.00	-221.37
939	Softball Donations	0.00	-1,092.50	0.00	-1,092.50
940	Tennis Donations	0.00	-2,304.77	0.00	-2,304.77
941	Volleyball Donations	0.00	-4,066.51	0.00	-4,066.51
942	Track & Field	0.00	-158.69	0.00	-158.69
950	Football Donation /	0.00	-3,393.88	0.00	-3,393.88
	Quarterback				
951	Band Pit Crew	0.00	-4,534.87	0.00	-4,534.87
989	Band Uniforms	0.00	-4,713.41	0.00	-4,713.41
	<b>Total Restricted Accounts</b>	<b>\$0.00</b>	<b>\$-167,037.73</b>	<b>\$0.00</b>	<b>\$-167,037.73</b>
	<b>Grand Totals :</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Run Date: 7/11/2023 1:38:22PM

Balance Sheet Report  
Through 06/30/2023

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	25,421.10	72,989.57	0.00	98,410.67
21	CD#403819 - Security Bank	0.00	10,043.10	0.00	10,043.10
	<b>Total Assets</b>	<b>\$25,421.10</b>	<b>\$83,032.67</b>	<b>\$0.00</b>	<b>\$108,453.77</b>
<b>Liabilities</b>					
91	General fund balance	-21,711.19	0.00	0.00	-21,711.19
	<b>Total Liabilities</b>	<b>\$-21,711.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-21,711.19</b>
<b>Revenues</b>					
298	Cookie Dough Fundraiser	-20,143.50	0.00	0.00	-20,143.50
304	Pictures	-896.03	0.00	0.00	-896.03
307	Start Up Money	-26,450.00	0.00	0.00	-26,450.00
308	Vending Machines	-123.98	0.00	0.00	-123.98
318	Student Snacks	-21,725.13	0.00	0.00	-21,725.13
320	Interest	-504.21	0.00	0.00	-504.21
323	Student Incentive	-3,428.92	0.00	0.00	-3,428.92
325	Board Allocations	-20,352.93	0.00	0.00	-20,352.93
	<b>Total Revenues</b>	<b>\$-93,624.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-93,624.70</b>
<b>Expenditures</b>					
299	Cookie Dough Fundraiser	12,033.40	0.00	0.00	12,033.40
406	Cookie Dough Fundraiser	716.50	0.00	0.00	716.50
411	Start Up Money	26,450.00	0.00	0.00	26,450.00
412	Office Supplies	5,340.70	0.00	0.00	5,340.70
413	PBIS -ROAR STORE	5,601.19	0.00	0.00	5,601.19
414	Equipment & Repairs	6,684.31	0.00	0.00	6,684.31
419	Instructional Supplies	6,799.18	0.00	0.00	6,799.18
498	Student Snacks	10,134.04	0.00	0.00	10,134.04
500	Miscellaneous	3,091.62	0.00	0.00	3,091.62
556	Student Incentive	13,063.85	0.00	0.00	13,063.85
	<b>Total Expenditures</b>	<b>\$89,914.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$89,914.79</b>
<b>Restricted Accounts</b>					
510	Student Council	0.00	-3,104.72	0.00	-3,104.72
511	Athletic Concessions	0.00	-0.03	0.00	-0.03
512	Book Damage Fees	0.00	-987.96	0.00	-987.96
514	Chromebook fees	0.00	0.00	0.00	0.00
555	FCA	0.00	-46.00	0.00	-46.00
557	Art	0.00	-153.28	0.00	-153.28
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-4,872.73	0.00	-4,872.73
610	Library	0.00	-840.79	0.00	-840.79
611	Accelerated Reader	0.00	-1,813.68	0.00	-1,813.68
613	All Athletics Interest	0.00	-198.82	0.00	-198.82
614	Baseball	0.00	-341.90	0.00	-341.90
615	Basketball	0.00	-8,071.26	0.00	-8,071.26
616	Football	0.00	-13,710.67	0.00	-13,710.67
617	Soccer	0.00	-10,541.94	0.00	-10,541.94
618	Softball	0.00	-2,555.95	0.00	-2,555.95
619	Volleyball	0.00	-2,450.26	0.00	-2,450.26
800	Coding Grant	0.00	-1,500.00	0.00	-1,500.00

		General	Restricted	Food Service	Total
801	Beta Club	0.00	-634.98	0.00	-634.98
802	STEM	0.00	-536.90	0.00	-536.90
803	Special Olympics	0.00	-218.28	0.00	-218.28
904	Band	0.00	-20,213.62	0.00	-20,213.62
905	Leigh Boyce Memorial Fund	0.00	-7,471.20	0.00	-7,471.20
906	Annual	0.00	-2,759.45	0.00	-2,759.45
909	Leigh Boyce Scholarship Fund	0.00	0.00	0.00	0.00
<b>Total Restricted Accounts</b>		<b>\$0.00</b>	<b>-\$83,032.67</b>	<b>\$0.00</b>	<b>-\$83,032.67</b>
<b>Grand Totals :</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Trenton Elementary School

Run Date: 7/6/2023 8:23:56PM

Balance Sheet Report  
Through 06/30/2023

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
<b>Assets</b>					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	54,761.38	30,115.32	0.00	84,876.70
<b>Total Assets</b>		<b>\$54,761.38</b>	<b>\$30,115.32</b>	<b>\$0.00</b>	<b>\$84,876.70</b>
<b>Liabilities</b>					
91	General fund balance	-42,313.72	0.00	0.00	-42,313.72
<b>Total Liabilities</b>		<b>\$-42,313.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-42,313.72</b>
<b>Revenues</b>					
304	Pictures	-10,671.00	0.00	0.00	-10,671.00
304.5	PreK Graduation Pictures	-1,194.00	0.00	0.00	-1,194.00
306	Fundraising	-43,842.09	0.00	0.00	-43,842.09
309	Copy Machines	-371.15	0.00	0.00	-371.15
310	Miscellaneous	-348.00	0.00	0.00	-348.00
313	Instructional Supplies	-1,433.15	0.00	0.00	-1,433.15
318	General Supplies	-7,427.91	0.00	0.00	-7,427.91
320	Interest	-353.56	0.00	0.00	-353.56
321	Board Allocations	-4,661.18	0.00	0.00	-4,661.18
323	Book Orders	-309.88	0.00	0.00	-309.88
<b>Total Revenues</b>		<b>\$-70,611.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-70,611.92</b>
<b>Expenditures</b>					
411	Folders	797.50	0.00	0.00	797.50
412	Office Supplies	2,337.63	0.00	0.00	2,337.63
418	General Supplies	128.80	0.00	0.00	128.80
421	Instructional Supplies	586.63	0.00	0.00	586.63
423	Book Orders	344.34	0.00	0.00	344.34
429	Copy Machines	9,115.31	0.00	0.00	9,115.31
492	Pictures	8,663.70	0.00	0.00	8,663.70
496	Fundraiser	32,810.49	0.00	0.00	32,810.49
499	Miscellaneous	3,379.86	0.00	0.00	3,379.86
<b>Total Expenditures</b>		<b>\$58,164.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,164.26</b>
<b>Restricted Accounts</b>					
804	Library	0.00	-7,404.18	0.00	-7,404.18
805	Accelerated Reader - AR	0.00	0.00	0.00	0.00
810	Fourth Grade	0.00	0.00	0.00	0.00
811	Fine Arts	0.00	-103.40	0.00	-103.40
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
815	PATT	0.00	0.00	0.00	0.00
816	Physical Education	0.00	-1,624.14	0.00	-1,624.14
817	Guidance	0.00	-18.36	0.00	-18.36
818	K - 4 Families	0.00	-14.10	0.00	-14.10
819	Yearbook	0.00	-5,187.39	0.00	-5,187.39
820	Kindergarten Field Trips	0.00	0.00	0.00	0.00
825	Destination Imagination (DI)	0.00	-404.03	0.00	-404.03
826	Student Rewards	0.00	-3,430.76	0.00	-3,430.76
827	Basketball	0.00	-922.55	0.00	-922.55
828	Read to Be Ready	0.00	0.00	0.00	0.00
829	Do Right	0.00	-8,780.56	0.00	-8,780.56
830	PreK SPED	0.00	-94.02	0.00	-94.02
831	Chrome Book Fees	0.00	-29.00	0.00	-29.00
835	STEM	0.00	-0.29	0.00	-0.29

### Trenton Elementary School

Balance Sheet Report  
Through 06/30/2023

	<u>General</u>	<u>Restricted</u>	<u>Food Service</u>	<u>Total</u>
<b>Total Restricted Accounts</b>	<u>\$0.00</u>	<u>\$-30,115.32</u>	<u>\$0.00</u>	<u>\$-30,115.32</u>
<b>Grand Totals :</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>



Parra, Shannon <shannon.parra@trentonssd.org>

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## DHB

1 message

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**Franks, Stephanie** <stephanie.franks@trentonssd.org>  
To: "Parra, Shannon" <shannon.parra@trentonssd.org>

Wed, Jul 19, 2023 at 9:05 AM

Lisa Bradford  
Charlotte Doaks  
Jason Driggers  
Randy Reynolds  
Greg Vinson  
Stephanie Franks

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Stephanie Franks  
Safe Schools Director/Attendance/Data  
Trenton Special School District



Parra, Shannon <shannon.parra@trentonssd.org>

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## Threat Assessment Team

1 message

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**Franks, Stephanie** <stephanie.franks@trentonssd.org>

Fri, Jul 7, 2023 at 11:40 AM

To: "Haney, Tim" <tim.haney@trentonssd.org>, "Parra, Shannon" <shannon.parra@trentonssd.org>

Per your approval the following will serve as the Threat Assessment team for the district.

Tacara Coleman  
Lois Ellison  
Stephanie Franks  
Steve Gosney  
Shane Jacobs  
Jessica Murray  
Paul Pillow  
Jake Ramsey  
Alana Vandiver  
Cortnee Wilkes

--

Stephanie Franks  
Safe Schools Director/Attendance/Data  
Trenton Special School District

Click here to choose a school board.

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

12 **ETHICS COMPLAINTS**

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

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

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

26 The Ethics Committee may:

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

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

6        **POINT OF CONTACT<sup>2</sup>**

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

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Legal References

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

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Cross References

Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.1061</b>	Issued Date: <b>05/03/07</b>
		Rescinds:	Issued:

## 1 Section 1. Definitions.

- 2 (1) "Special school district" means Trenton Special School District, which was duly created by  
3 a private act of the General Assembly; and which includes all boards, committees,  
4 commissions, authorities, corporations or other instrumentalities appointed or created by the  
5 special school district or an official of the special school district.
- 6 (2) "Officials and employees" means and includes any official, whether elected or appointed,  
7 officer, employee or servant, or any member of any board, agency, commission, authority or  
8 corporation (whether compensated or not), or any officer, employee or servant thereof, or the  
9 special school district.
- 10 (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance  
11 with the Code of Ethics, a financial interest of the official or employee, or a financial interest  
12 of the official's or employee's spouse or child living in the same household, in the matter to  
13 be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

14 **Section 2. Disclosure of personal interest in voting matters.** An official or employee with the  
15 responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before  
16 the vote and to be included in the minutes, any personal interest that affects or that would lead a  
17 reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the  
18 official or employee may, to the extent allowed by law, refuse to vote on the measure.

19 **Section 3. Disclosure of personal interest in non-voting matters.** An official or employee who must  
20 exercise discretion relative to any matter other than casting a vote and who has a personal interest in the  
21 matter that affects or that would lead a reasonable person to infer that it affects the exercise of discretion  
22 shall disclose, before the exercise of the discretion when possible, the interest shall be stated in writing  
23 and placed on file in the director of school's office. In addition, the official or employee may, to the  
24 extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

25 **Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or  
26 employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift,  
27 money, gratuity, or other consideration or favor of any kind from anyone other than the school district:

- 28 (1) For the performance of an act, or refraining from the performance of an act, that he would be  
29 expected to perform, or refrain from performing, in the regular course of his duties; or  
30 (2) That a reasonable person would understand was intended to influence the vote, official action,  
31 or judgment of the official or employee in executing Trenton Special School District  
32 business.

1 It shall not be considered a violation of this policy for an official or employee to receive entertainment,  
2 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in  
3 connection with a conference sponsored by an established or recognized statewide association of  
4 county government officials or by an umbrella or affiliate organization of such statewide association of  
5 county government officials.

Click here to choose a school board.

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date:
		Rescinds:	Issued:

1 The Board will transact all business at official meetings that may be either regular or special.  
2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows  
3 closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested  
4 citizens.<sup>2</sup>

5 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic  
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
7 of efficient and orderly public meetings.<sup>3</sup>

#### 8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the first Tuesday of the month at 6:00 p.m. **at Peabody**  
10 **High School.**

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
12 by the Chair.

#### 13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
15 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
16 require it or when requested to do so by a majority of the Board.<sup>4</sup>

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

#### 19 **ELECTRONIC ATTENDANCE<sup>5</sup>**

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

23 1. A quorum of the Board shall be physically present at the meeting in order for any board  
24 member to attend electronically;

25 2. Any board member wishing to participate electronically shall do so using technology that  
26 allows the Chair to visually identify the board member; and

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

4           *Work-Related Absence*

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

9           *Sickness or Period of Convalescence*

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

13          *Inclement Weather or Natural Disaster*

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

17          *Family Emergency*

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

25          *Military Service*

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

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Legal References

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

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Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>01/05/16</b>
		Rescinds: <b>1.400</b>	Issued: <b>07/13/99</b>

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

2 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will  
3 be open to the public.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and  
4 interested citizens.<sup>3</sup>

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

## 8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the first Tuesday of the month at 6:00 p.m. in the  
10 Central Office Board room.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
12 by the chair.

## 13 **SPECIAL MEETINGS**

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

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

## 19 **ELECTRONIC ATTENDANCE**<sup>5</sup>

20 Absent Board members may attend a regular or special meeting by electronic means if the member is  
21 absent because of work, a family emergency, or the member's military service. If a board member is  
22 absent due to military service, he/she may participate electronically as often as he/she is able to do so.  
23 However, a board member may not participate electronically more than two (2) times per year for  
24 absences due to work and/or family emergencies.

### 25 *General Requirements*

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

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

#### 8 *Work Related Absence*

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

- 10 1. The Board member must be absent from the county due to work.
- 11 2. The member wishing to participate must give the Chair and director at least five (5) days notice  
12 prior to the meeting of the member's desire to participate electronically.

#### 13 *Family Emergency*

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

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

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#### Legal References

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

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#### Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

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

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Legal References

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

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Cross References

School Board Meetings 1.400

## Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Notification of Meetings</b>	Descriptor Code: <b>1.402</b>	Issued Date: <b>01/05/16</b>
		Rescinds: <b>1.402</b>	Issued: <b>07/13/99</b>

- 1 Adequate notice of meetings<sup>1</sup>;
- 2 The schedule of annual regular meetings shall be approved by the Board for a year. The annual
- 3 schedule will be available on the school district website for the public, the local education association
- 4 president, and the local media.
- 5 In the case of special board meetings, notice shall be posted on the website with notice sent to the
- 6 local news media and the president of the local education association, least forty-eight (48) hours
- 7 prior to the meeting.
- 8 The only exception permitted is in case of emergency, defined for this policy as “a sudden,
- 9 generally unexpected occurrence or set of circumstances demanding immediate action.” In such
- 10 exceptions, notice shall be given to all appropriate parties as is practical.
- 11 All notices of special board meetings shall state the time, place and purpose of the meeting.

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#### Legal References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>07/13/99</b>
		Rescinds:	Issued:

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
4 or concerns which have not advanced through the proper administrative procedure from the point of  
5 origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

6

## 7 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the Board must submit a written request with descriptive materials  
9 to the office of the director of schools seven (7) days before the meeting. If the request is approved by  
10 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will  
11 be recognized at the beginning of the meeting and given two (2) minutes to speak when their topic of  
12 interest is addressed on the agenda. All requests submitted will be included in the board packet.

13 If an individual wishes to address the Board on an item on the agenda, s/he may sign up on the form  
14 provided before the beginning of the board meeting to request time to speak. Delegations must select  
15 only one individual to speak on their behalf unless otherwise determined by the Board.

16 The chairman may recognize individuals not on the agenda for remarks to the Board if s/he determines  
17 that such is in the public interest. A majority vote of members present can overrule the decision of the  
18 chairman.

19 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to  
20 individual board members or staff members only upon approval of the chairman. Each person speaking  
21 shall state his name, address, and subject of presentation. Remarks will be limited to time allotted in the  
22 agenda unless time is extended by the Board. The chairman shall have the authority to terminate the  
23 remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

24 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
25 the office of the director of schools.

26

27 **Guidelines for individuals who address the Board:**

- 1 1. Those requesting to speak to the Board must have documented evidence that they have followed the
- 2 chain of command in addressing this issue.
- 3 2. Each person speaking shall state his/her name, address, and subject of remarks.
- 4 3. Individuals may address the Board only on items that the Board can take action on.
- 5 4. No response is necessary by the Board or any board member.
- 6 5. If appropriate, the Board or the director of schools will respond at a later date.
- 7 6. Time is not transferable to another individual.
- 8 7. Name calling, personal attacks, profanity, threats, verbal abuse, or disruption of the orderly meeting
- 9 process will result in the individual or group being asked to leave the meeting.

#### 10 *Public Comment Period<sup>2</sup>*

11 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
12 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The  
13 total public comment period shall be for no more than ten (10) minutes. If an individual wishes to address  
14 the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request  
15 time to speak. Each speaker shall be given no more than two (2) minutes. Delegations shall select only  
16 one (1) individual to speak on their behalf unless otherwise determined by the Board.

17  
18

Legal Reference:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>07/13/99</b>
		Rescinds:	Issued:

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints  
4 or concerns which have not advanced through the proper administrative procedure from the point of  
5 origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

6

## 7 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the Board must submit a written request with descriptive materials  
9 to the office of the director of schools seven (7) days before the meeting. If the request is approved by  
10 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will  
11 be recognized at the beginning of the meeting and given time to speak when their topic of interest is  
12 addressed on the agenda. All requests submitted will be included in the board packet.

13 If an individual wishes to address the Board on an item on the agenda, s/he may sign up on the form  
14 provided before the beginning of the board meeting to request time to speak. Delegations must select  
15 only one individual to speak on their behalf unless otherwise determined by the Board.

16 The chairman may recognize individuals not on the agenda for remarks to the Board if s/he determines  
17 that such is in the public interest. A majority vote of members present can overrule the decision of the  
18 chairman.

19 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to  
20 individual board members or staff members only upon approval of the chairman. Each person speaking  
21 shall state his name, address, and subject of presentation. Remarks will be limited to time allotted in the  
22 agenda unless time is extended by the Board. The chairman shall have the authority to terminate the  
23 remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

24 Individuals desiring additional information about any item on the agenda shall direct such inquiries to  
25 the office of the director of schools.

Legal Reference:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

Click here to choose a school board.

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

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

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 **ANNUAL DRILLS<sup>4</sup>**

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

23 1. An armed intruder drill in coordination with local law enforcement;

24  
25 2. An incident command drill; and

26  
27 3. An emergency safety bus drill.

1 **AED DRILLS<sup>5</sup>**

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

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

6 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

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

11 **REMOTE LEARNING DRILLS<sup>7</sup>**

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

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Legal References

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

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Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>09/06/22</b>
		Rescinds: <b>3.202</b>	Issued: <b>10/02/19</b>

## 1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

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

## 9 **FIRE AND SAFETY DRILLS**

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

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

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

## 20 **ARMED INTRUDER DRILLS**

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

## 23 **AED DRILLS<sup>5</sup>**

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

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

**1 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

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

**6 REMOTE LEARNING DRILLS<sup>7</sup>**

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

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**Legal References**

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

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

Click here to choose a school board.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Threat Assessment Team</b>	Descriptor Code: <b>3.204</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.<sup>2</sup>

10 **RECORDKEEPING**<sup>3</sup>

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

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

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

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Legal References

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

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Cross References

School District Records 1.407  
Safety 3.201  
Security 3.205  
Student Records 6.600

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Risk Management</b>	Descriptor Code: <b>3.204</b>	Issued Date: <b>07/13/99</b>
		Rescinds:	Issued:

- 1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the  
2 school system and to comply with the guidelines developed by TSBA's Trust in order to qualify for  
3 applicable premium discounts. The Board shall provide sufficient staff and budget for its  
4 implementation.
- 5 The Board shall designate a professional staff person who shall be responsible for the promotion and  
6 development of a prevention and safety education program for students and personnel employed by the  
7 school system. This person shall be given authority and title commensurate with the task and shall  
8 answer directly to the director of schools. The general areas of responsibilities include, **but are not**  
9 **limited to**, in-service training, development of accident prevention procedures, accident record  
10 keeping, and facility inspection.

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Cross References:

Insurance Management 3.600  
Worker's Compensation 3.602

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

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

19 **AFTER SCHOOL HOURS**

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

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

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

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement  
2 agency to provide school policing. The MOU shall address, at a minimum, the following issues:
- 3 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,  
4 regulations, and rules of the Peace Officer Standards and Training Commission at the time of  
5 assignment and remain compliant throughout his/her assignment.
  - 6 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
7 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
8 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
9 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>4</sup>
  - 10 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is  
11 subject to that agency's direction, control, supervision, and discipline.
  - 12 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of  
13 the Director of Schools.
  - 14 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement  
15 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall  
16 include, but not be limited to, the following:
    - 17 a. Representing and carrying out the policies of the law enforcement agency assigning the  
18 SROs;
    - 19 b. Supervising the SROs in the performance of their duties;
    - 20 c. Consulting with the Director of Schools regarding the best use of the available resources  
21 for school policing; and
    - 22 d. Resolving disputes between the SROs and students or staff members.
  - 23 6. The MOU may be effective for any length of time, continuing until terminated by the parties, and  
24 may contain any reasonable notice requirement for the termination of the MOU. However, the  
25 MOU shall contain a provision allowing the Director of Schools to suspend the active  
26 participation of any SROs in the event that the Director of Schools believes that such suspension  
27 is best for the health, safety, or wellbeing of the students or staff members.

## 28 **CYBERSECURITY<sup>5</sup>**

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

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Legal References

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

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Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>04/04/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>10/02/07</b>

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

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

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

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

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

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

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

- 22 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,  
23 regulations, and rules of the Peace Officer Standards and Training Commission at the time of  
24 assignment and remain compliant throughout his/her assignment.
- 25 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
26 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
27 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
28 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>3</sup>

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

## 19   **CYBERSECURITY<sup>4</sup>**

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

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### Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. TCA 49-6-805(9)

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### Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

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

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

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

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

1 **ATTENDANCE REQUIREMENTS<sup>2</sup>**

2 Priority students, as defined by state law, shall be required to attend summer programs.

3 The Director of Schools shall be responsible for developing administrative procedures regarding the  
4 attendance requirements of priority students in each program.

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

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall  
7 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the  
8 twenty (20) days required for summer school attendance. If more days are missed, students may make  
9 up a total of two (2) days within one (1) week of the dismissal of summer school. Missed days will be  
10 documented, and options for make up days will be provided by the summer programming committee.

11 Parents shall be provided information on the summer program attendance policy by the principal at  
12 Trenton Elementary School.

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

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Legal References

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

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Cross References

Extended Contracts 5.112

## Trenton Special Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Summer School</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>05/03/16</b>
		Rescinds:	Issued:

- 1 Summer schools shall be organized and operated as a part of the public school program and shall comply
- 2 with rules and regulations of the State Board of Education.<sup>1</sup>
  
- 3 On an annual basis, the director of schools shall recommend a summer school program which must be
- 4 approved by the Board. This recommendation shall consist of the courses to be offered, those students
- 5 who are eligible to attend, attendance requirements, and other relevant information of the program.
  
- 6 The Board may adopt tuition rates for those students attending a summer school program.<sup>2</sup>

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#### Legal References

1. TRR/MS 0520-1-3-.03(7)(a)
2. TCA 49-6-3003

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following shall be adhered to:

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

21 **STUDENT CLUBS & ORGANIZATIONS<sup>3</sup>**

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

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Legal References

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

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Cross References

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

## Trenton Special Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h3 style="text-align: center;">Extracurricular Activities</h3>	Descriptor Code: <h3 style="text-align: center;">4.300</h3>	Issued Date: <h3 style="text-align: center;">05/03/16</h3>
		Rescinds: <h3 style="text-align: center;">4.300</h3>	Issued: <h3 style="text-align: center;">07/13/99</h3>

1 The following guidelines shall be followed in administering school-sponsored extracurricular  
 2 activities:

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

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Legal References

1. 20 U.S.C. § 1703

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Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The librarian shall be responsible for library collection development. Library materials shall be reviewed  
3 to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following criteria:

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

13 The librarian shall be responsible for periodically reviewing the district's library collection in line with  
14 these established standards. He/she shall post the list of library materials online.

15 **COMPLAINTS<sup>2</sup>**

16 **Tier I**

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

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

27 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal  
28 may request review of the challenged materials by an ad hoc materials review committee within 21  
29 days. The review committee is appointed by the principal and should include certified library media

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

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

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

#### 14 **Tier Two**

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

#### 20 **Tier Three**

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

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

## Legal References

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

## Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>09/06/22</b>
		Rescinds: <b>4.403</b>	Issued: <b>05/03/16</b>

1 *General*

2 The Librarian shall be responsible for library collection development. Library materials shall be  
3 reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following  
4 criteria:

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

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

16 **COMPLAINTS**

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

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

1 review committee's progress.  
2

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

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

14 8. The Board shall review the recommendation presented by the review committee and make the  
15 determination whether the material is appropriate for the age and maturity levels of the students  
16 who have access to the materials and whether the material is suitable for, and consistent with,  
17 the educational mission of the school.  
18

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

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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

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Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date:
		Rescinds:	Issued:

## 1 APPLICATION

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

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

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

### 13 *Professional Employees*

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

19 No person shall be employed:

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

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

#### 4 *Support Employees*

5 No person shall be employed:

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

#### 17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

#### 20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall respond within the timeline

23 established by state law.<sup>12</sup> From the date of the written acceptance, such person is considered to be

24 under employment with the district and is subject to all rights, privileges, and duties.

---

**Legal References**

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

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**Cross References**

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>10/11/18</b>
		Rescinds: <b>5.106</b>	Issued: <b>04/07/16</b>

## 1 APPLICATION

2 An individual desiring a position with the Board shall make application to the Director of Schools via  
3 the link found on the District's website. In a continuing effort to further ensure the safety and welfare  
4 of students and staff, the district shall require criminal history background checks and fingerprinting of  
5 applicants for teaching positions and any other positions that require proximity to children.<sup>1</sup> If applying  
6 for a teaching position, the Director of Schools shall also check the applicant's license status in the  
7 State Board of Education's database to determine if there is a hold on that applicant's license, and if so,  
8 the reasoning behind the hold.<sup>2</sup>

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

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

14 The Board assigns to the Director of Schools the duty to conduct thorough background checks and to  
15 advise all applicants that all hiring decisions are contingent upon satisfactory background check  
16 results.

### 17 *Professional Employees*

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

23 No person shall be employed:

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

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

#### 6 *Support Employees*

7 No person shall be employed:

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

### 19 **EMPLOYMENT**

#### 20 *Professional Employees*

21 After checking references and receiving written recommendations, the Director of Schools shall hire

22 and assign qualified applicants.

#### 23 *Initial Employment*

24 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and

25 conditions of employment. Upon receipt of employment notification, such person shall have fourteen

26 (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written

27 acceptance, such person is considered to be under employment with the system and is subject to all

28 rights, privileges, and duties.

#### 29 *Support Employees*

30 After checking references and receiving written recommendations from principals and/or supervisors,

31 the Director of Schools shall hire and assign qualified applicants.

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**Legal References**

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

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**Cross References**

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: <b>09/06/22</b>
		Rescinds:	Issued:

1 *General*

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

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

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

9 ~~EMPLOYMENT CONTRACTS FOR ONE YEAR~~ **GENERAL EMPLOYMENT CONTRACTS**

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

- 13 1. ~~The Director of Schools of the employing district shall certify in writing that no other qualified~~  
14 ~~individuals are available to fill the position;~~
- 15
- 16 2. ~~The Commissioner of Education shall certify that the employing school district serves an area~~  
17 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 18
- 19 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 20
- 21 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
22 receive medical insurance coverage; and
- 23
- 24 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
25 Board for teachers with no experience filling similar positions or more than eighty-five percent  
26 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
27 years of experience filling similar positions.

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

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

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

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

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

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Legal References

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

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Cross References

Application and Employment 5.106  
Substitute Teachers 5.701

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: <b>09/06/22</b>
		Rescinds:	Issued:

1 *General*

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

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

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

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

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

**1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

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

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

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

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

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**Legal References**

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

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**Cross References**

Application and Employment 5.106  
Substitute Teachers 5.701

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **ELIGIBILITY**

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

6 **GENERAL PRINCIPLES**

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

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

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

23 **MATERNITY/PATERNITY LEAVE**

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

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

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

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

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

## 27 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>

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

## 34 LEAVE FOR MILITARY FAMILY MEMBERS

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

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

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

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

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

## **INTERMITTENT LEAVE**<sup>10</sup>

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

## **RESTRICTIONS**

### **1. Notice Requirements**

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

- 1           b. *District Notice* - Once it has been established that the leave requested qualifies for  
2 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
3 business days (absent extenuating circumstances) that any leave taken pursuant to state  
4 leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
5 compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given  
6 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
7 the following pay day.<sup>13</sup>  
8

9           2. Certification Requirement<sup>14</sup>

- 10  
11           a. The Director of Schools may require that a request for leave be supported by  
12 certification issued by a health care provider with the following information:  
13  
14               i. The date on which the serious health condition commenced;  
15               ii. The probable duration of the condition;  
16               iii. The appropriate medical facts within the knowledge of the health care provider  
17               regarding the condition; and  
18               iv. A statement that the eligible employee is needed to care for the son, daughter,  
19               spouse, or parent and an estimate of the amount of time that such employee is  
20               needed.  
21  
22           b. If there is any reason to doubt the validity of the certification provided, the Director of  
23 Schools may require, at the expense of the school district, an opinion of a second health  
24 care provider.  
25

26           3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

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

37           **REQUIREMENTS OF THE BOARD**<sup>16</sup>

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

- 1  
2           b. The employee fails to return to work for a reason other than the continuation,  
3           recurrence, or onset of a serious health condition or other circumstances beyond the  
4           control of the employee.

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Legal References

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

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Cross References

- Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>10/02/19</b>
		Rescinds: <b>5.305</b>	Issued: <b>10/11/18</b>

## 1 ELIGIBILITY

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

## 6 GENERAL PRINCIPLES

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

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

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

## 25 MATERNITY/PATERNITY LEAVE

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

1 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher  
2 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.  
3 Upon verification by a written statement from an adoption agency or other entity handling an  
4 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both  
5 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled  
6 to use such leave.<sup>4</sup>  
7

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

#### 14 **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>**

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

#### 22 **LEAVE FOR MILITARY FAMILY MEMBERS**

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

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

35  
36  
37 2. *Military Caregiver Leave<sup>8</sup>* - An eligible employee who is the spouse, son, daughter, parent, or  
38 next of kin of a covered service member or covered veteran with a serious injury or illness is  
39 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A  
40 covered service member is a current member of the Armed Forces, including a member of the  
41 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is  
42 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious  
43 injury or illness.

1 A covered veteran is an individual who was a member of the Armed Forces at any time during  
2 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy  
3 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or  
4 therapy. The calculation of this five (5) year period shall not include the interval of October 28,  
5 2009 through March 8, 2013.  
6

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

## 14 **INTERMITTENT LEAVE<sup>9</sup>**

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

## 24 **RESTRICTIONS**

### 25 1. Notice Requirements

- 26
- 27 a. *Employee Notice*<sup>10</sup>- For foreseeable leave, the employee shall provide the Director of  
28 Schools with at least thirty (30) days written notice before the beginning of the anticipated  
29 leave.  
30
- 31 b. *District Notice*- Once it has been established that the leave requested qualifies for  
32 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
33 business days (absent extenuating circumstances) that any leave taken pursuant to state  
34 leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
35 compensation) shall run concurrently with FMLA leave.<sup>11</sup> The notice may be given  
36 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
37 the following pay day.<sup>12</sup>

### 38 2. Certification Requirement<sup>13</sup>

- 39
- 40 a. The Director of Schools may require that a request for leave be supported by  
41 certification issued by a health care provider with the following information:  
42

- 1           i. The date on which the serious health condition commenced;
- 2           ii. The probable duration of the condition;
- 3           iii. The appropriate medical facts within the knowledge of the health care provider
- 4                 regarding the condition; and
- 5           iv. A statement that the eligible employee is needed to care for the son, daughter,
- 6                 spouse, or parent and an estimate of the amount of time that such employee is
- 7                 needed.
- 8

- 9           b. If there is any reason to doubt the validity of the certification provided, the Director of
- 10                 Schools may require, at the expense of the school district, an opinion of a second health
- 11                 care provider.
- 12

### 13   3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>

- 14
- 15           a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
- 16                 Schools may require the employee to continue taking leave until the end of the term if
- 17                 the leave is at least three (3) weeks of duration and the return of employment would
- 18                 occur during the three (3) week period before the end of the term.
- 19
- 20           b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
- 21                 may require the employee to continue taking leave until the end of the term if the leave
- 22                 is greater than two (2) weeks duration and the return to employment would occur during
- 23                 the two (2) week period before the end of the term.

### 24   **REQUIREMENTS OF THE BOARD**<sup>15</sup>

- 25           1. The employee shall be restored to the same position of employment or an equivalent position
- 26                 with no loss of benefits, pay, or other terms of employment.
- 27           2. The employee shall be kept under any group health plan for the duration of the leave.
- 28           3. The Board may recover the premium paid under the following conditions:
- 29                 a. The employee fails to return from leave after the period of leave has expired; and
- 30                 b. The employee fails to return to work for a reason other than the continuation,
- 31                 recurrence, or onset of a serious health condition or other circumstances beyond the
- 32                 control of the employee.
- 33
- 34

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**Legal References**

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

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**Cross References**

Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date:
		Rescinds:	Issued:

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

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

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Legal References

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

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Cross References

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

# Trenton Special Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <h2 style="text-align: center;">Physical Assault Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.307</h3>	Issued Date: <h3 style="text-align: center;">04/07/16</h3>
		Rescinds: <h3 style="text-align: center;">5.307</h3>	Issued: <h3 style="text-align: center;">07/13/99</h3>

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

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

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

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Legal References

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

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Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date:
		Rescinds:	Issued:

- 1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their duties.
- 3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious  
4 discrimination/harassment.<sup>1</sup>
- 5 Educators have the right to:<sup>2</sup>
- 6
- 7 1. Be treated with civility and respect as well as having his/her professional judgement and  
8 discretion respected;
- 9
- 10 2. **Have their professional judgment and discretion respected;**
- 11
- 12 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
13 appropriate agencies;
- 14
- 15 4. Provide students with a safe environment;
- 16
- 17 5. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 18
- 19 6. Share information regarding a student's educational experience, health, or safety with the  
20 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 21
- 22 7. Review all instructional material or curriculum before being utilized by students;
- 23
- 24 8. Not be required to use his/her personal money to appropriately equip a classroom;
- 25
- 26 9. **Report students who commit offenses of assault and battery or vandalism on school property**  
27 **endangering the life, health, or safety of others pursuant to state law;<sup>5</sup> and**
- 28
- 29 **10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to**  
30 **a physical assault or other violent criminal act committed during the course of employment.<sup>6</sup>**
- 31 Each staff member has the responsibility to:
- 32 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and  
33 the procedures designed to implement them;

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

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Legal References

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

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Cross References

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

## Trenton Special Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date: <b>10/10/17</b>
		Rescinds: <b>5.600</b>	Issued: <b>04/07/16</b>

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

3 Each staff member has the right to:<sup>1</sup>

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

7 Educators have the right to:

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and  
9 discretion respected;
- 10 11 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
12 appropriate agencies;
- 13 14 3. Provide students with a safe environment;
- 15 16 4. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 17 18 5. Share information regarding a student's educational experience, health, or safety with the  
19 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 20 21 6. Review all instructional material or curriculum before being utilized by students; and
- 22 23 7. Not be required to use his/her personal money to appropriately equip a classroom.

24 Each staff member has the responsibility to:

- 25 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the  
26 policies of the board and the procedures designed to implement them;<sup>5</sup>
- 27 2. To adhere to the Teacher Code of Ethics;<sup>6</sup>
- 28 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of  
29 students and the students' right to know;

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

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Legal References

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

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Cross References

- Curriculum Development 4.200  
Controversial Issues 4.800  
Religion in the Curriculum 4.804

Click here to choose a school board.

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

1 *General*

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

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

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

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

## 1 FACILITIES USE

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

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

## 13 RECORD ACCEESS

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

## 17 STUDENT PERFORMANCE<sup>5</sup>

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

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### Legal References

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

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### Cross References

Compulsory Attendance Ages 6.201

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>06/05/12</b>
		Rescinds:	Issued:

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

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

- 8 1. Provide annual notice to the director of schools before the commencement of each school year  
9 of the intent to conduct a home school;
- 10  
11 2. Submit to the director of schools the name, number, age, grade level of children involved,  
12 location of the school, curriculum to be offered, proposed hours of instruction, qualifications  
13 of the parent/teacher, whether a college preparatory or general course of education will be  
14 taught in grades 9-12, and a description of the courses to be taught each year;
- 15  
16 3. Maintain attendance records, subject to inspection of the local director of schools;
- 17  
18 4. Submit attendance records to the director of schools at the end of each school year;
- 19  
20 5. Provide instruction for at least four (4) hours per day for the same number of instructional days  
21 as are required by state law for public schools;
- 22  
23 6. Possess a high school diploma or GED in order to conduct classes;
- 24  
25 7. Cooperate in the administration to home school students of appropriate tests by the  
26 Commissioner of Education, his/her designee or by a professional testing service;
- 27  
28 8. Take action according to state law if home school student falls behind appropriate grade level;
- 29  
30 9. Submit proof to the director of schools that the home school student has been vaccinated as  
31 required by law;
- 32  
33 10. Submit proof to the director of schools that other health services and examinations as required  
34 by law have been received by the home school student; and  
35

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

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

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

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

17  
18  
19  
20  
21  
22 The director of schools, through the attendance supervisor, shall have the attendance records of the home  
23 school inspected at least two (2) times each school year in order to provide assistance in implementing  
24 the Compulsory Attendance Law.

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

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Legal Reference:

1. TCA 49-6-3050

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date:
		Rescinds:	Issued:

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre-  
3 kindergarten or kindergarten shall utilize alternative disciplinary practices. Exclusionary discipline  
4 shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve principals  
5 and staff members of each level and shall be based on evidence-based behaviors supports and  
6 interventions.<sup>3</sup>

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

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: **Restorative practices, RTI<sup>2</sup>B, multi-tiered system of**  
26 **supports, behavior intervention plans**. Principals shall use appropriate discipline management  
27 techniques when enforcing the code of conduct.

## 28 **MISBEHAVIORS: LEVEL I**

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

32 *Examples (not an exclusive listing)*

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

#### 11 *Disciplinary Procedures*

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

#### 19 *Disciplinary Options*

- 20 • Verbal reprimand
- 21 • Special assignment
- 22 • Restricting activities
- 23 • Counseling
- 24 • Withdrawal of privileges
- 25 • Issuance of demerits
- 26 • Strict supervised study
- 27 • Detention
- 28 • Corporal punishment
- 29 • In-school suspension

#### 30 **MISBEHAVIORS: LEVEL II**

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

#### 35 *Examples (not an exclusive listing)*

- 36 • Continuation of unmodified Level I misbehaviors
- 37 • Using forged notes or excuses
- 38 • Disruptive classroom behavior

1 *Disciplinary Procedures*

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

9 *Disciplinary Options*

- 10       • Teacher/schedule change  
 11       • Peer counseling  
 12       • Referral to outside agency  
 13       • In-school suspension  
 14       • Transfer  
 15       • Detention  
 16       • Suspension from school-sponsored activities or from riding school bus  
 17       • Out-of-school suspension

18 **MISBEHAVIORS: LEVEL III**

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

21 *Examples (not an exclusive listing)*

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

33 *Disciplinary Procedures*

- 34       • The student is referred to the principal for appropriate disciplinary action.  
 35       • The principal meets with the student and the staff member.  
 36       • The principal hears the accusation and allows the student the opportunity to explain  
 37       his/her conduct.

- 1 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 2 action.
- 3 • The principal may refer the incident to the Director of Schools and make
- 4 recommendations for consequences.
- 5 • The record of offense and disciplinary action shall be maintained by the principal.

#### 6 *Disciplinary Options*

- 7 • In-school suspension
- 8 • Detention
- 9 • Restitution from loss, damage, or stolen property
- 10 • Out-of-school suspension
- 11 • Social adjustment classes
- 12 • Transfer

#### 13 **MISBEHAVIORS: LEVEL IV**

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

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

#### 21 *Examples (not an exclusive listing)<sup>8</sup>*

- 22 • Continuation of unmodified Level I, II, and III misbehaviors
- 23 • Death threat
- 24 • Threat of mass violence on school property or at a school-related activity\*
- 25 • Extortion
- 26 • Bomb threat\*
- 27 • Possession, use, and/or transfer of dangerous weapons
- 28 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 29 employee of the school, or a school resource officer\*
- 30 • Aggravated assault\*
- 31 • Vandalism
- 32 • Theft, possession, and/or sale of stolen property
- 33 • Arson
- 34 • Possession of unauthorized substances (e.g., any controlled substance, controlled
- 35 substance analogue, or legend drug)\*
- 36 • Use or transfer of unauthorized substances
- 37 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 38 cyber-bullying, and/or hazing)
- 39 • Electronic threat to cause bodily injury or death to another student or school employee

1            *Disciplinary Procedures*

- 2            • The principal confers with appropriate staff members and with the student.
- 3            • The principal hears the accusations and allows the student the opportunity to explain
- 4            his/her conduct.
- 5            • The parent(s)/guardian(s) are notified.
- 6            • Law enforcement officials are contacted.
- 7            • The incident is reported, and recommendations are made to the Director of Schools.
- 8            • The principal notifies the staff members of the resolution.
- 9            • If the student’s placement is to be changed, adequate notice of the charges shall be
- 10           given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 11           hearing.

12           *Disciplinary Options*

- 13           • Other hearing authority or Board action which results in appropriate placement

14           \* Designates zero tolerance offenses.

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 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); Public Acts of 2023, Chapter No. 299

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 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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>02/09/21</b>
		Rescinds: <b>6.300</b>	Issued: <b>10/11/18</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-  
3 kindergarten or kindergarten shall utilize alternative disciplinary practices. Exclusionary discipline  
4 shall only be used as a measure of last resort. The development of each code shall involve principals  
5 and staff members of each level and shall be consistent with the relevant policies as adopted by the  
6 Board.<sup>1</sup>

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

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: Restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports,  
26 behavior intervention plans.

## 27 **MISBEHAVIORS: LEVEL I**

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

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

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

#### 10 *Disciplinary Procedures*

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

#### 18 *Disciplinary Options*

- 19 • Verbal reprimand
- 20 • Special assignment
- 21 • Restricting activities
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Issuance of demerits
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension

#### 29 **MISBEHAVIORS: LEVEL II**

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

#### 34 *Examples (not an exclusive listing)*

- 35 • Continuation of unmodified Level I misbehaviors
- 36 • Using forged notes or excuses
- 37 • Disruptive classroom behavior

1            *Disciplinary Procedures*

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

9            *Disciplinary Options*

- 10           • Teacher/schedule change
- 11           • Peer counseling
- 12           • Referral to outside agency
- 13           • In-school suspension
- 14           • Transfer
- 15           • Detention
- 16           • Suspension from school-sponsored activities or from riding school bus
- 17           • Out-of-school suspension

18    **MISBEHAVIORS: LEVEL III**

19    This level includes acts directly against persons or property but whose consequences do not seriously

20    endanger the health or safety of others in the school.

21           *Examples (not an exclusive listing)*

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

33           *Disciplinary Procedures*

- 34           • The student is referred to the principal for appropriate disciplinary action.
- 35           • The principal meets with the student and the staff member.
- 36           • The principal hears the accusation and allows the student the opportunity to explain
- 37           his/her conduct.

- 1           • The principal takes appropriate disciplinary action.
- 2           • The principal may refer the incident to the Director of Schools and make
- 3           recommendations for consequences.
- 4           • The record of offense and disciplinary action shall be maintained by the principal.

#### 5           *Disciplinary Options*

- 6           • In-school suspension
- 7           • Detention
- 8           • Restitution from loss, damage, or stolen property
- 9           • Out-of-school suspension
- 10          • Social adjustment classes
- 11          • Transfer

#### 12          **MISBEHAVIORS: LEVEL IV**

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

17          If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 18          employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 19          death to another person.<sup>5</sup>

#### 20          *Examples (not an exclusive listing)*

- 21          • Continuation of unmodified Level I, II, and III misbehaviors
- 22          • Death threat
- 23          • Extortion
- 24          • Bomb threat
- 25          • Possession, use, and/or transfer of dangerous weapons
- 26          • Assault that results in bodily injury upon any teacher, principal, administrator, any other  
 27          employee of the school, or a school resource officer\*
- 28          • Aggravated assault\*
- 29          • Vandalism
- 30          • Theft, possession, and/or sale of stolen property
- 31          • Arson
- 32          • Possession of unauthorized substances (e.g. any controlled substance, controlled  
 33          substance analogue, or legend drug)\*
- 34          • Use or transfer of unauthorized substances
- 35          • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,  
 36          cyber-bullying, and/or hazing)
- 37          • Electronic threat to cause bodily injury or death to another student or school employee

#### 38          *Disciplinary Procedures*

- 1           • The principal confers with appropriate staff members and with the student.
- 2           • The principal hears the accusations and allows the student the opportunity to explain
- 3           his/her conduct.
- 4           • The parent(s)/guardian(s) are notified.
- 5           • Law enforcement officials are contacted.
- 6           • The incident is reported, and recommendations are made to the Director of Schools.
- 7           • If the student’s placement is to be changed, adequate notice of the charges shall be
- 8           given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 9           hearing.

10           *Disciplinary Options*

- 11           • Other hearing authority or Board action which results in appropriate placement

12   \* Designates zero tolerance offenses.

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Legal References

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

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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  
 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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

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Legal References

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

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Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>10/11/18</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/04/13</b>

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

## 2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

### 10 *Firearms*<sup>3</sup>

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

## 15 **DRUGS**

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

## 20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that  
22 results in bodily injury<sup>6</sup> upon any teacher, principal, administrator, any other employee of the school,  
23 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The  
24 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
25 basis.<sup>4</sup>

## 1 ELECTRONIC THREATS

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

## 8 NOTIFICATION

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

---

### Legal References

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

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### Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

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Legal References

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

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Cross References

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

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>10/11/18</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/04/13</b>

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

## 2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

### 10 *Firearms*<sup>3</sup>

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

## 15 **DRUGS**

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

## 20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that  
22 results in bodily injury<sup>6</sup> upon any teacher, principal, administrator, any other employee of the school,  
23 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The  
24 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
25 basis.<sup>4</sup>

## 1 ELECTRONIC THREATS

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

## 8 NOTIFICATION

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

---

### Legal References

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

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### Cross References

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

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date:
		Rescinds:	Issued:

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

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

15 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that  
16 reveals information concerning:<sup>1,2</sup>

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

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

1 The collection of the following student data is strictly prohibited:<sup>4</sup>

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

## 7 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING**<sup>5</sup>

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

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

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

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

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#### Legal References

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

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#### Cross References

Testing Programs 4.700



# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>05/01/15</b>
		Rescinds: <b>6.4001</b>	Issued: <b>03/04/03</b>

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

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

12 The director of schools shall develop procedures for granting such parental requests and to implement  
13 the other provisions of this policy.<sup>5</sup>

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
15 reveals information concerning:<sup>2,5</sup>

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

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

27 The collection of the following student data is strictly prohibited:<sup>7</sup>

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

**1 COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING** <sup>3</sup>

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

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

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

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

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**Legal References**

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

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**Cross References**

Testing Programs 4.700

Click here to choose a school board.

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

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

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

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

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

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

## 14 **IMMUNIZATIONS**

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

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

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

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

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Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines,  
[https://www.tn.gov/content/dam/tn/education/csh/FINAL\\_Health\\_screening\\_Guidelines\\_2022.pdf](https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf) ; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

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Cross References

Promoting Student Welfare 6.400

# Trenton Special Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date: <b>02/09/21</b>
		Rescinds: <b>6.402</b>	Issued: <b>03/04/03</b>

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

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

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

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

9 Screening tests as required by the Tennessee Department of Education and the Department of Health  
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates  
11 a condition that might interfere with their student's progress.

12 The school district will not conduct physical examinations of a student without parental consent or by  
13 court order, unless the health or safety of the student or others is in question.<sup>4</sup>

## 14 **IMMUNIZATIONS**

15 No students entering school, including those entering kindergarten or first grade, those from out-of-state,  
16 and those from nonpublic schools, will be permitted to enroll without proof of immunization as  
17 determined by the Commissioner of Public Health.<sup>2,5</sup> It is the responsibility of the parent(s)/guardian(s)  
18 to have their children immunized and to provide such proof to the principal of the school which the  
19 student is to attend.<sup>5</sup>

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

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

27 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

28 A list of transfer students shall be kept at each school in order that their records may be monitored by  
29 the Department of Health.

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Legal References

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

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Cross References

Promoting Student Welfare 6.400

# School Year 2023-24 Agreement to Administer the School Nutrition Program(s)

School Breakfast Program- Child Nutrition Grant (CFDA 10.553)  
National School Lunch Program- Child Nutrition Grant (CFDA 10.555)  
Seamless Summer Option- Child Nutrition Grant (CFDA 10.555)  
Afterschool Snack Program- Child Nutrition Grant (CFDA 10.555)  
Special Milk Program- Child Nutrition Grant (CFDA 10.556)

This Agreement ("Agreement") exists to achieve the purposes of: (1) the Richard B. Russell National School Lunch Act, as amended (42 U.S.C. § 1751-1760) and regulations governing the National School Lunch Program (7 CFR 210 and 245) and (2) the Child Nutrition Act of 1966, as amended (7 U.S.C. § 1771- 1985), and regulations governing the School Breakfast Program (7 CFR 220 and 245) and (3) the Special Milk Program for Children (7 CFR 215); (4) Public Law 105 – 336 authorizing reimbursement for snacks, (5) Public Law 85-478, as amended authorizing the Seamless Summer Option (formerly known as the Seamless Summer Food Service Program; (6) Public Law 108-265 to amend the National School Lunch Act and Child Nutrition Act of 1966 to provide children with increased access to food and nutrition assistance, to simplify program operations and improve program management; (7) Public Law 111-296 the Healthy, Hunger Free Kids Act of 2010; (8) 2 CFR Part 225 (formerly Office of Management and Budget (OMB) Circular A-87) which stipulates allowable and unallowable expenses in the non-profit School Nutrition Program; (9) Tennessee Code Annotated (T.C.A.) Title 49, Chapter 6, Part 23 governing the operation of the School Nutrition Programs within the state of Tennessee; and (10) State Board of Education rules, regulations, and minimum standards for the operation of the public school system, Chapter 0520-01-06 governing the operation of the School Nutrition Programs within the State of Tennessee.

The Tennessee Department of Education, hereinafter referred to as the "State Agency (SA)," and the School Food Authority (SFA), listed below, hereinafter referred to as the "SFA" agree to comply with the conditions of this Agreement which are based on public laws, regulations, statutes, policies, procedures and best practices that govern the School Nutrition Programs to be operated by the SFA.

### **The State Agency (SA)**

- a. Agrees that to the extent of funds available, it shall reimburse the SFA in connection with meals, snacks and milk served to children in the indicated program(s) in schools, institutions or sites included in the Agreement and/or amended Agreement during the effective period of this Agreement; agrees that during any fiscal year, the amount of reimbursement paid to the SFA for meals and snacks served to children in each school, institution or site shall not exceed the amount equal to the number of meals or snacks by types (free, reduced, paid), served to children, multiplied by the assigned rates;
- b. Agrees that it will supply, in writing or electronically, to the SFA's School Nutrition Program Administrator, all changes, additions and deletions to federal and state regulations and policies of the Tennessee Department of Education and State Board of Education that govern the operation of the programs;
- c. Will operate in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability;
- d. Reserves the right to disallow any claim for reimbursement, to withhold School Nutrition funds and/or to recover any School Nutrition funds which are used in a manner that is not in accordance with federal and state laws and regulations or the terms of this Agreement;
- e. Shall execute this Agreement.

### **The School Food Authority (SFA)**

- a. Application. An official of an SFA shall make written application to the State Agency (SA) for any school in which it desires to operate the Program. Applications shall provide the State Agency (SA) with sufficient information to determine eligibility. The SFA shall also submit for approval a Free and Reduced-Price Policy Statement in accordance with part 245 of Chapter 7 of the Code of Federal Regulations.
- b. Agreement. The Parties establish this Agreement, as each SFA approved to participate in the program is required under 7 CFR 210.9 to enter into a written agreement with the State Agency (SA) that may be amended as necessary. Nothing in the preceding sentence shall be construed to limit the ability of the State Agency (SA) to suspend or terminate this Agreement in accordance with 7 CFR 210.25. The SFA and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220 and 245. This Agreement shall provide that each SFA shall, with respect to participating schools under its jurisdiction:
  1. Maintain a nonprofit school nutrition program and observe the requirements for and limitations on the use of nonprofit school nutrition program revenues set forth in 7 CFR 210.14 and limitations on any competitive school food service as set forth in 7 CFR 210.11 and T.C.A. § 49-6-2307;



2. Limit its net cash resources in the School Nutrition Program to an amount that does not exceed three (3) months average expenditures for its nonprofit School Nutrition Program or such other amount as may be approved by the SA in accordance with 7 CFR 210.19 (a); agrees that indirect costs may be recovered from the School Nutrition Program only from a reserve fund that exceeds three (3) months' operating expenses as outlined in T.C.A. § 49-6- 2305 Reserve Fund;
3. Maintain a system of financial accounting as prescribed under 7 CFR 210.14, 220.13 and 225;
4. Comply with uniform administrative requirements, cost principles, and audit requirements of federal awards in 2 CFR part 200 as applicable;
5. Serve meals, during meal periods, which meet the requirements for food components and dietary standards as prescribed in 7 CFR 210.10 and 220.8;
6. Price meals as a unit;
7. Serve meals free or at a reduced price to all children who are determined by the local educational agency to be eligible for such meals under 7 CFR part 245;
8. Comply with the requirements of Provision 2, the Community Eligibility Provision, and reimbursement alternatives if applicable;
9. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals served to eligible children in accordance with 7 CFR parts 210 and 220. Agree that the SFA official who electronically signs the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR 210.8 and 220.9 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the withholding of payments, suspension or termination of the program as specified in 7 CFR regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity, the penalty specified in 7 CFR 210.26 and 220.19 shall apply;
10. Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency (SA);
11. Submit claims for reimbursement in accordance with 7 CFR 210.8 and 220.11;
12. Comply with the requirements of the United States Department of Agriculture regulations regarding nondiscrimination (7 CFR parts 15, 15a, 15b);
13. Not discriminate against any child because of his or her eligibility for free or reduced-price meals in accordance with the approved Free and Reduced-Price Policy Statement;

The program applicant hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency. (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Part 35, 42, and 50.3);
- ix. Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement;
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

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

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and

copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession

of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

14. Enter into an agreement with United States Department of Agriculture to receive donated foods as required by 7 CFR part 250;
15. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations, and comply with the food safety requirements of § 210.13 and 220.13;
16. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the United States Department of Agriculture;
17. Maintain necessary facilities for storing, preparing and serving food;
18. Upon request, make all accounts and records pertaining to its school food service available to the State Agency (SA) and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for resolution of the issues raised by the audit;
19. Maintain files of currently approved and denied free and reduced-price applications, which must be readily retrievable by school;
20. Maintain files of the names of children currently approved for free meals through direct certification with the supporting documentation, as specified in 7 CFR 245.6(b)(5) of Chapter 7 of the Code of Federal Regulations which must be readily retrievable by school. Documentation for direct certification must include information obtained directly from the appropriate state or local agency, or other appropriate individual, as specified by FNS, that:
  - i. A child in the Family, as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations, is receiving benefits from SNAP (formerly Food Stamp Program), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF), as defined in § 245.2 of this chapter; if one child is receiving such benefits, all children in that family are considered to be directly certified;
  - ii. The child is a homeless child as defined in § 245.2 of Chapter 7 of the Code of

Federal Regulations;

- iii. The child is a runaway child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
- iv. The child is a migrant child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations; or
- v. The child is a Head Start child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations.

21. Retain the individual applications for free and reduced-price meals and meal supplements submitted by families for a period of 3 years after the end of the fiscal year to which they pertain or as otherwise specified under paragraph (b)(17) of 7 CFR 245.2;

22. No later than December 31 of each year provide the State Agency (SA) with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced-price meals as of the last operating day the preceding October. In addition, each SFA shall provide, when available for the schools under its jurisdiction, and upon the request of a sponsoring organization of day care homes of the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced-price meals.

c. Afterschool care requirements. Those SFAs with eligible schools (as defined in 7 CFR 210.10(n)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to:

1. Serve meal supplements which meet the minimum requirements prescribed in 7 CFR 210.10;
2. Price the meal supplement as a unit;
3. Serve meal supplements free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced-price school meals under 7 CFR part 245;
4. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents;
5. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
6. Claim reimbursement for no more than one meal supplement per child per day;
7. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care program operating year-round shall be reviewed during the first four weeks



of its initial year of operation, once more during its first year of operation, and twice each school year thereafter;

8. Agree to provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity;
  9. Comply with all requirements of 7 CFR 210, except that, claims for reimbursement need not be based on "point of service" meal supplement counts (as required by 7 CFR 210.9(b)(9)).
- d. Seamless Summer Option (SSO). Those SFAs with eligible schools that elect to serve meals and meal supplements with the seamless summer option, shall agree to:
1. Feed children in low-income areas during the summer months (or during extended breaks of a year-round school schedule). The National School Lunch Act at 42 USC 1761(a)(8) allows public and non-profit school food authorities/ Local Educational agency (SFA/LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to operate the Seamless Summer Option. The SFA/LEA will follow requirements, where applicable, in the NSLP and SBP regulations at 7 CFR Parts 210, 220 and 225 for this option.
  2. Apply with the location and description of the option site, percentage of free or reduced-price meals, type of site and method of advertisement;
  3. Adhere to the special provisions of the Seamless Summer Option, which are described in the following sections (4-23);
  4. Demonstrate financial and administrative capability for Program operations and accept final financial and administrative responsibility for total Program operations at all sites;
  5. Follow SSO policy (established in the body of regulations, instructions, handbooks, and other written guidance) to choose SSO sites.
  6. Restricted Open Site is an open site initially (open to all children through age 18 in the community), but later restricted by the district for security, safety or control reasons;
  7. Closed enrolled a site of which is open to only enrolled children, as opposed to the community at large, which at least 50 percent of enrolled children at the site are eligible for free or reduced-price school meals under National School Lunch Program and School Breakfast Program, as determined by approval of application in accordance with [7 CFR 225.15\(f\)](#), or on the basis of documentation the site meets the definition of "Areas in which poor economic conditions exist, referred to as area eligible";
  8. The SFA will not claim any meals under SSO at any site without receiving prior approval from the State Agency (SA);



9. All persons meeting the definition of Children in the Summer Food Service Program (SFSP) federal regulations at 7 CFR 225.2 are eligible to participate. This includes all persons in the community who are 18 years of age and under and (as defined at 7 CFR 225.2) those persons over age 18 who meet the State Agency (SA) definition of mentally or physically disabled persons;
10. The SFA/LEA will follow NSLP meal service requirements for lunch or snacks (7 CFR 210.10) and SBP meal service requirements (7 CFR 220.8) for breakfast. With State Agency (SA) approval, the SFA/LEA may serve a supper meal, using applicable NSLP meal service requirements for lunches;
11. Meals will be counted at the point of service;
12. Second meals are not reimbursable and may not be claimed;
13. Production and menu records will be maintained that show compliance with meal requirements;
14. The designated lunch period will be between the hours of 10 a.m. and 2 p.m., unless otherwise exempted by FNS (such as supper service that would not occur during these hours);
15. The SFA/LEA may allow "offer versus serve" meals at SSO sites;
16. Off-site consumption of meals will not be allowed, except as part of a scheduled event such as a planned field trip;
17. The number and types of meals will comply with the SFSP requirements at 7 CFR 225.16(b), as described below in sections #18-23;
18. All sites except camps or migrant sites: with State Agency (SA) approval, the SFA/LEA may serve up to two meals at all sites. Meal service may include breakfast, lunch, snack, or supper. The SFA/LEA may not claim both lunch and supper meals at the same site on the same day;
19. There will be no charge for meals served to eligible participants;
20. Meals at all approved SSO sites, except camps, will be served free to all children in accordance with 7 CFR 225.6(e)(4) of the SFSP regulations;
21. The SFA/LEA may claim meals at the "free" rates prescribed by USDA for the NSLP (including snacks) and the SBP. Supper meals, if permitted by the State Agency (SA), may be claimed at the free rate for NSLP lunches. All lunches and suppers served under this amendment will receive the standard commodity support rate available for the NSLP. SSO sites that qualify for the severe need breakfast rate will continue to receive this differential;
22. On the monthly claim filed with the State Agency (SA), the SFA/LEA must identify meals served at SSO sites separately from other NSLP or SBP meals served at other sites;



23. The SFA/LEA will review the meal counting, claiming, and meal pattern compliance within the three (3) weeks of starting operations for all sites that are newly approved to operate the Seamless Summer Feeding Option or that are operated by non-SFA/LEA personnel;
- e. The Fresh Fruit and Vegetable Program (FFVP) allows selected schools to receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. The following conditions must be met:
1. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day;
  2. All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables;
  3. Schools with the highest free and reduced-price enrollment will be selected;
  4. Yearly training with any updates shall be available to all FFVP schools;
  5. Selected schools must meet the following criteria: be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the NSLP, complete an annual application and/or update for the FFVP;
  6. A per-student allocation of \$50-\$75 per year will be made;
  7. Provide a serving of fruit or vegetable only to teachers who are directly responsible for serving the fruit or vegetable;
  8. Submit a monthly claim for reimbursement;
  9. May use no more than 10% of your school's total grant for administrative costs;
  10. Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your schools.

**The SA and the SFA mutually agree that:**

- a. Schools or sites may be added or deleted by amending this Agreement as the need arises and references herein to schools or sites within the SFA shall be deemed to include all schools or sites as added through the Site Application.
- b. Both shall cooperate with USDA officials and contractors conducting evaluations and research in the School Nutrition Programs.
- c. For the purpose of this Agreement, the following terms will mean respectively:

1. *Adult*: means a person who is (1) a staff member or employee of a school, including all faculty, supervisory and other personnel and (2) not under 21 chronological years of age in non-profit Residential Child Care Institutions (RCCIs) and (3) not a student of high school grade or under as determined by the state education agency in schools as defined in 7 CFR 210.2;
2. *Child*: means (a) a student of high school grade or under as determined by the state education agency, who is enrolled in an educational unit of high school grade or under as described in paragraph (a) and (b) of the definition *school* including students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of school or (c) for purposes of reimbursement for meal supplements served in after school care programs, an individual enrolled in an after school care program operated by an eligible school who is twelve (12) years of age or under or in the case of migrant workers and children with disabilities, not more than eighteen (18) years of age or under;
3. *Meals*: means food served at a school under the indicated programs which meets the applicable nutritional requirements set forth in the regulations and policies; *Meals* include breakfast, lunch or snack;
4. *Non-profit School Nutrition Program*: means meal service operated by the SFA for the benefit of children, all of the income from which is used solely for the operation or improvement of such meal service and for no other purpose;
5. *School*: (a) an educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or non-profit private ownership in a single building or complex of buildings; (b) any public or non-profit private classes of pre-primary grade when they are conducted in the aforementioned schools; or (c) any public or non-profit, private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of the government, with the exception of residential summer camps, which participate in the Summer Food Service Program for Children, Job-corps Centers funded by the Department of Labor, and private foster homes; the term "Residential Child Care Institution" includes, but is not limited to: homes for the mentally, emotionally, or physically impaired, and unmarried mothers and their infants; group homes; half-way houses; orphanages; temporary shelters for abused children and for runaway children; long term care facilities for chronically ill children; and juvenile detention centers; a long term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for thirty (30) days or more;
6. *School Food Authority*: means the governing body which is responsible for the administration of one or more schools, institutions or sites, and which has the legal authority to operate the NSLP, the SBP, the SMP, the SSO and/or the ASSP therein.

- d. This Agreement is effective for the programs as approved in the electronic application for the period commencing July 1 and ending the following June 30; the Agreement will be permanent for each school year thereafter unless legislation changes and new requirements are added and/or deleted. This must be signed by the Director of Schools and maintained at the SFA level. Approval in the Tennessee: Meals, Accounting, and Claiming (TMAC) system will be made as soon as SFAs submit the appropriate information through the TMAC system.
- e. The SFA/LEA shall comply with all requirements of 7 CFR 245.6(f) when disclosing students' free and reduced-price eligibility status without parental consent. This includes the requirement that SFAs/LEAs may only disclose such information to persons determined to be "directly connected" with the administration or enforcement of a federal education program, state education program, state health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity. Eligibility information shall not be made generally available to all school officials. Only individuals with a legitimate "need to know" to provide a service or carry out an authorized activity may access or use eligibility information. Teachers, guidance counselors, principals, or other school officials who are not providing assistance under the appropriate statutory or regulatory requirements cannot have access to eligibility information. The SFA/LEA is responsible for determining whether it is legally permissible and appropriate for an individual to have access to and/or disclose students' free and reduced price eligibility information.
- f. State agencies, SFAs/LEAs, and schools must also ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of federal or state program or activity. Online data systems shall have a masking or de-identification capability to prevent unauthorized access to free and reduced price eligibility status.
- g. The State Agency (SA) may withhold Federal School Nutrition funds from the SFA when there is evidence of material non-compliance with the terms and conditions of this Agreement; the State Agency (SA) may also withhold Federal School Nutrition funds for failure of the SFA to take corrective action within sixty (60) days of notification of non-compliance as a result of a USDA mandated review, an Additional Administrative Review (AAR) or Technical Assistance (TA) Review; the State Agency (SA) may terminate this Agreement with the SFA immediately upon receipt of evidence that the terms and conditions of this Agreement or any of the regulations specified herein have not been fully complied with the SFA; any termination of the Agreement by the State Agency (SA) shall be in accordance with applicable laws and regulations.
- h. The terms of this Agreement shall not be modified or changed in any way other than by written amendment, agreed to in writing by both parties here to.

# Policy Statement for Providing Free and Reduced Price Meals to Students

**This document is part of the Agreement between the SFA and the SA to administer the School Nutrition Programs.**

The SFA accepts responsibility for providing **free and reduced-price meals and/or free milk and afterschool snacks** to eligible children in the schools under its jurisdiction.

The SFA assures the Tennessee Department of Education that the school district will uniformly implement the following policies to administer the program(s) in schools under its jurisdiction. In fulfilling these responsibilities, the SFA agrees to the following provisions:

- A. Serve meals free to children from households whose income is at or below the free meal eligibility scale listed in the current income eligibility guidelines, or whose participation in SNAP (formerly Food Stamp Program) or Families First also called Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) qualifies them for direct certification for free meals, or whose migrant, homeless, runaway or foster child status or other federally-approved status as described in a policy memorandum issued by the United States Department of Agriculture, entitles them for categorical eligibility for free meals;
- B. Serve meals at a reduced price to children from households whose income is at or below the reduced price meal eligibility scale listed in the current income eligibility guidelines and/or use other available resources for the student co-pay for reduced price breakfast meals (\$ .30 per meal) or paid meals to serve breakfast meals at no charge to students who are eligible for reduced price meals or paid meals;
- C. Set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. Reduced price charges for lunch shall be set at \$ .40 or less, reduced price breakfast shall be served free of charge to qualifying students using the state allocation provided under Session Law 21-345 or at \$ .30 or less and reduced-price snacks shall be served at \$ .15 or less;
- D. Ensure food is not used as a means of rewarding or punishing students for any purpose;
- E. Ensure no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price. The names of children eligible to receive free or reduced-price meals shall not be distributed, published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets, identification numbers or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to:
  1. Work for their meals;
  2. Use separated dining room areas;

3. Go through a separate serving line;
  4. Enter the dining room through a separate entrance;
  5. Eat meals at a different time;
  6. Eat a meal different from the one sold to children paying the full price.
- F. Operate the School Nutrition Programs so that no child shall be discriminated against on the basis of race, color, national origin, sex, age, or disability.
- G. Authorize the School Nutrition Administrator/Designee to serve as the Determining Official for the LEA; the Determining Official shall determine student's meal eligibility status based on the 2023-2024 eligibility guidelines. This official agrees that information on the application will be used to determine the child's eligibility for only those benefits designated by the parent/guardian. The determining official is also authorized to make decisions about extending school meal benefits to students residing in households where other students are directly certified for free meals and who are subsequently eligible to receive them based USDA guidance. (Note: The Determining Official may not serve as the Hearing Official. See Item K.)
- H. Develop and make available to each child's parent or guardian, a letter as outlined herein, including a household application for free or reduced-price meals, at the beginning of each school year. The school system must develop a procedure and keep it on file for disseminating applications (school packets, email, website, or combination, etc.). This procedure must define if applications will be paper or electronic and how they will be returned. Parents will be responsible for completing a household application and returning it to the school or Board of Education for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the school year to which they pertain. Applications are effective for one year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be provided an application for meal benefits. If a child transfers from one school to another under the jurisdiction of the LEA, his eligibility for free or reduced-price meals will be transferred to, and honored by, the receiving school. Parents or guardians will be notified within 10 working days of the acceptance or denial of their applications. Children will be served meals immediately upon the submission of a complete application; children whose applications are approved for free meal benefits shall not incur charges during the application processing period.

Use data from the state agency's Direct Certification Technology System to issue meal benefits to students who are directly certified for free meals and to notify the students' households of free meal benefits and allow the household the opportunity to decline free meal benefits should they choose to do so.

Public Law 111-296 allows certification of a foster child for free meals, without application, if the local educational agency or other child nutrition program institution obtains documentation from an appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court. The foster child is categorically eligible and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on

the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced-price meals based on household size and income.

In processing the application, the LEA would certify the foster child for free meals, and then make an eligibility determination for the remainder of the household based on the household's income (including personal income earned by the foster child) or other categorical eligibility information reported on the application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. The presence of a foster child in the household does not convey eligibility for free meals to all children in the household in the same manner as FNS, Temporary Assistance for Needy Families (TANF), Food Distribution Program.

When an application is denied, parents or guardians will be provided written notification in a language that parents and guardians can understand, to the extent practicable, which shall include the following:

1. Reason for the denial of benefits, (for example: income in excess of allowable limits or incomplete application);
  2. Notification of the right to appeal the denial of benefits;
  3. Specific instructions on how to appeal;
  4. Statement reminding parents that they may reapply for free and reduced-price benefits at any time during the school year. (Note: The reasons for ineligibility shall be properly documented and retained on file at the LEA level.)
- I. Select and verify by November 15 the eligibility of a sample of the approved free and reduced-price applications on file as of October 1. The SFA further agrees to maintain the following records relative to verification for a period of three (3) years:
1. Total number of applications on file as of October 1<sup>st</sup>;
  2. Documentation of the sample election;
  3. Summary of all verification activities and outcomes;
- J. Conduct a second party review of applications to ensure the applications are complete and benefits are accurately issued if a computerized system is not used.
- K. Identify individuals within the district who are authorized to serve as liaisons in the following areas:
- Migrant
  - Homeless/Runaway
  - Head Start
  - Even Start
  - Foster Child

These liaisons will be authorized to provide official, accurate information to the SFA's determining official for the purpose of determining categorical eligibility for students who meet pre-established

- L. Designate a Hearing Official to establish and use a fair hearing procedure under which:
1. A household can appeal a decision made on the original application.
  2. A household can appeal an adverse action made because of verification of an application.
  3. The SFA can challenge the continued eligibility of any child. During the appeal and hearing, the child who was determined to be eligible based on the application submitted will continue to receive free or reduced price meals or free milk.

The Hearing Official must be someone not involved in the original eligibility determination. It is suggested that the Hearing Official hold a position at a higher administrative level than that of the Determining Official.

### **Hearing Procedure**

Prior to initiating the hearing procedure, the school official, the parent(s) or the guardian may request a conference to provide an opportunity for the parent(s)/guardian(s) and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The designated hearing official shall ensure that the hearing procedure provides the following for both the household and the LEA:

1. A publicly-announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents, and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(s);
7. That the hearing will be conducted and the decision be made by an official who did not participate in the decision under appeal (or any previous conference);
8. That the decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;

9. That the parties concerned and any designated representative thereof be notified in writing of the decision;
  10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision;
  11. That such written record must be retained for a period of three (3) years after the close of the school year to which it pertains; these records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- M. Submit a public/press release annually to notify the public of the process for applying for free and reduced-price meal benefits or maintain a copy of the press release from the state which is issued statewide. At such time during the course of the year the LEA is informed of major employers contemplating or experiencing large layoffs, or other conditions that would result in loss of income to households, the LEA will provide specific information about applying for free or reduced-price school meal benefits to employees whose children may be enrolled in the LEA. In addition, the LEA agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.
- N. Establish a written procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced price, and full price and alternate meals served. The procedure described will be used so that no other child in the school will be aware of such procedure or the identity of the children receiving free or reduced-price meals or free milk.
- O. Submit to the Tennessee Department of Education, School Nutrition Program, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0389, any revisions to the administrative procedures outlined in this policy statement before implementation. Such changes will be effective only upon approval by the department. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

# Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/SFAs School Year 2023-24

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2023-24 Agreement and Free and Reduced-Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

Trenton Special School District  
[Name of SFA]

273  
[SFA Agr #]

System UEI Number: P49UPGXAGW75

Indirect Cost Rate: 18.39%

**On behalf of the School Food Authority:**

Director of Schools:

Tim Haney  
[Print]

\_\_\_\_\_  
[Signature]

7/21/23  
[Date]

School Nutrition Program Administrator:

Lisa Seiber-Garland  
[Print]

\_\_\_\_\_  
[Signature]

7/21/23  
[Date]

**On behalf of the Tennessee Department of Education:**

State Director, School Nutrition Program:

Bill Byford  
[Print]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**

# Local Agriculture Products Compliance Plan School Year 2023-24

T.C.A § 49-6-2303(6)

Trenton Special School District

[Name of SFA]

273

[SFA Agr#]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

Make available to our school nutrition program local agriculture products, freshness and transportation cost to be considered

Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid

Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

## On behalf of the School Food Authority:

Director of Schools:

Tim Haney

[Print]

[Signature]

7/25/23

[Date]

School Board Chairperson:

Mark Harper

[Print]

[Signature]

7/25/23

[Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**



**BILL LEE**  
GOVERNOR

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

**PENNY SCHWINN**  
COMMISSIONER

4/4/2023

## **Disclaimer**

The State of Tennessee is submitting the following disclaimer for the School Nutrition Program Agreement for the 2023-24 school year. By making this submission, Tennessee makes no concessions as to the scope of the terms “sex” or “discrimination” as they appear in Title IX of the Education Amendments of 1972 and the Food and Nutrition Act or implementing regulations. Tennessee does not concede that USDA’s extension of those statutes to issues pertaining to sexual orientation and gender identity is a valid funding condition, and the State reserves the right to challenge that condition in any appropriate forum. The State expressly incorporates by reference any arguments raised in its pending litigation against the USDA. *See Tennessee v. USDA*, No. 3:22-CV-257 (E.D. Tenn.). Tennessee notes that, in imposing requirements related to sexual orientation and gender identity, USDA relied on an interpretation by the U.S. Department of Education that was enjoined from implementation by a federal court. *See Tennessee v. Dep’t of Educ.*, No. 3:21-CV-308, 2022 WL 2791450, at \*1 (E.D. Tenn. July 15, 2022).

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

Sincerely,

William Byford

State Nutrition Director, TDOE

**School Nutrition Budget  
2023-24**

**73100 Expenditure Codes**

**Original**

105 Supervisor/Director	35,634.00
162 Clerical Personnel	3,776.00
165 Cafeteria Personnel	305,549.00
189 Other Salaries and Wages	15,000.00
201 Social Security	21,388.00
204 State Retirement	22,880.00
207 Medical Insurance	80,639.00
212 Employer Medicare	5,002.00
299 Other Fringe Benefits	12,833.00
302 Advertising	1,000.00
336 Maintenance and Repair Services-Equipment	8,000.00
355 Travel	3,250.00
399 Other Contracted Services	10,000.00
422 Food Supplies	500,000.00
451 Uniforms	4,000.00
452 Utilities	52,000.00
469 Commodities	43,607.00
499 Other Supplies and Materials	80,000.00
524 In-Service/Staff Development	8,000.00
599 Other Charges	50,000.00
710 Food Service Equipment	694,940.00
Total	1,957,498.00

**Revenue Codes**

43521 Lunch Payments-Children	30,256.26
43522 Lunch Payments-Adults	10,000.00
43523 Breakfast	500.00
34570 Fund Balance	65,000.00
44110 Investment Income	22,544.74
46520 School Food Service State Match	8,000.00
46980 Other State Grants	227,590.00
47111 USDA School Lunch Program	700,000.00
47112 Commodities	43,607.00
47113 Breakfast	700,000.00
47114 Snack	150,000.00
	1,957,498.00

502,701.00	Salaries		26%		
623,607.00	Food/supplies		32%		
831,190.00	fees, maint, etc		42%		
	Local Foods	\$ 150,000.00		46980	
	FFVP grant	\$ 29,920.00		47114 carryover	\$ 227,590.00
	Supply Chain	\$30,167.83		47114 carryover	94228
	Equipment	45,000.00		46980	
	FTS	32,590.00		46980	

**21% of budget is salaries**

**35% is food/supplies**

**43% is equipment, utilities, maintenance**

**Carried over the supply chain grant for Fresh fruits and vegetables**

**No Kid Hungry Grant for new breakfast bags for the schools.**

**FTS implementation grant ties in with CTE.**

**We will have to do lunch applications this year. The government did not approve the waivers.**

77,590.00

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