

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
July 23, 2024

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
 - 3.1. Approval of July 23rd Agenda:
4. **APPROVE MINUTES:**
 - 4.1. Approval of June 25th Minutes:
5. **REPORTS:**
 - 5.1. 2024-2025 Fresh Fruit and Vegetable Program Grant for TES:
6. **CONSENT AGENDA:**
 - 6.1. Approval of Central Office Financial Report:
 - 6.2. Approval of Three Schools Financial Report:
 - 6.3. Approval of Second Reading of Section 2 Policies:
 - 6.3.1. Policy 2.403 Surplus Property Sales:
 - 6.3.2. Policy 2.806 Bids and Quotations:
 - 6.4. Approval of Second Reading of Section 3 Policies:
 - 6.4.1. Policy 3.202 Emergency Preparedness Plan:
 - 6.4.2. Policy 3.205 Security:
 - 6.4.3. Policy 3.400 Student Transportation Management:
 - 6.5. Approval of Second Reading of Section 4 Policies:
 - 6.5.1. Policy 4.201 Class Size Ratios:

- 6.5.2. Policy 4.213 Family Life Education:
- 6.5.3. Policy 4.214 Use of Artificial Intelligence Programs:
- 6.5.4. Policy 4.301 Interscholastic Athletics:
- 6.5.5. Policy 4.403 Library Materials:
- 6.5.6. Policy 4.600 Grading System:
- 6.5.7. Policy 4.603 Promotion and Retention:

6.6. Approval of Second Reading of Section 5 Policies:

- 6.6.1. Policy 5.307 Physical Assault Leave:
- 6.6.2. Policy 5.701 Substitute Teachers:
- 6.6.3. Policy 5.802 Qualifications and Duties of the Director of Schools:

6.7. Approval of Second Reading of Section 6 Policies:

- 6.7.1. Policy 6.203 School Admissions:
- 6.7.2. Policy 6.300 Code of Conduct:
- 6.7.3. Policy 6.309 Zero Tolerance Offenses:
- 6.7.4. Policy 6.316 Suspension:
- 6.7.5. Policy 6.318 Admission of Suspended or Expelled Students:
- 6.7.6. Policy 6.4052 Opioid Antagonist:
- 6.7.7. Policy 6.409 Reporting Child Abuse:

6.8. Approval of TES Surplus:

7. **PUBLIC COMMENT (must sign up prior to beginning of the meeting):**

8. **REGULAR AGENDA:**

- 8.1. Approval of Second Reading of Policy 1.501 Visitors to the Schools:
- 8.2. Approval of 2024-2025 Differentiated Pay Plan:

8.3. Approval of 2024-2025 ESSER 3.0 Budget:

8.4. Approval of 2024-2025 CTE Perkins Basic Grant Budget:

8.5. Approval of 2024-2025 CTE Perkins Reserve - Secondary Application Budget:

8.6. Approval of 2024-2025 ATSI 23 Grant Budget:

8.7. Approval of 2024-2025 School Nutrition Budget:

8.8. Approval of 2024-2025 General Purpose Budget:

8.9. Approval of Peabody Academy:

8.10. Approval of Utility Easement for the Tower:

9. **DIRECTORS REPORT:**

9.1. TRMS Resignation - Denise Tucker, 5th Grade Science Teacher:

9.2. TES New Hires - Sara Martin, Pre-K Teacher Assistant and Jessica Williams, Teacher Assistant:

9.3. TRMS New Hires - DeVonna Burnett, 5th Grade Science Teacher; Jennifer Harsey, 6th Grade Science Teacher and Presley Patterson, Teacher Assistant:

9.4. TSBA Leadership Conference and Annual Convention - Nov 7th to Nov 10th:

9.5. Athletic Events:

9.5.1. Aug 2nd - PHS Football Scrimmage @ Crockett County 7 pm:

9.5.2. Aug 3rd PHS Volleyball @ Freed Hardeman Play Day:

9.5.3. Aug 9th PHS Football Scrimmage Union City 7 pm:

9.5.4. Aug 13th PHS Lady Soccer at South Fulton 6 pm:

9.5.5. Aug 15th PHS Lady Soccer vs Augustine 6 pm:

9.5.6. Aug 16th PHS Jamboree @ South Gibson 7 pm:

9.5.7. Aug 19th PHS Volleyball vs Union City at 6 pm:

9.5.8. Aug 20th PHS Lady Soccer vs JCM at 6 pm:

- 9.5.9. Aug 20th PHS Volleyball vs Clarksburg at 6 pm:
- 9.5.10. Aug 22nd PHS Lady Soccer vs Northside 5:30 pm:
- 9.5.11. Aug 22nd PHS Volleyball at West Carroll 6 pm:
- 9.5.12. Aug 23rd PHS Football vs USJ 7pm:
- 9.5.13. Aug 24th PHS Volleyball at Freed Hardeman Tournament:
- 9.5.14. Aug 26th PHS Volleyball at Gibson County 6 pm:
- 9.5.15. Aug 27th PHS Lady Soccer vs Madison 6 pm:
- 9.5.16. Aug 27th PHS Volleyball vs JCM/Madison 6 pm:
- 9.5.17. Aug 29th PHS Lady Soccer vs Obion County 6 pm:
- 9.5.18. Aug 29th PHS Volleyball at Huntingdon at 6 pm:
- 9.5.19. Aug 30th PHS Football at JCS 7 pm:
- 9.5.20. Sept 3rd PHS Lady Soccer vs Dyersburg 6 pm:
- 9.5.21. Sept 3rd PHS Volleyball at Humboldt at 5 pm & 6 pm:

10. **ADJOURNMENT:**

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office 6 pm
July 23, 2024

1. INVOCATION

2. CALL TO ORDER

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- 3.1. Approval of July 23rd Agenda

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- 4.1. Approval of June 25th Minutes

5. REPORTS

- 5.1. 2024-2025 Fresh Fruit and Vegetable Program Grant for TES

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- 6.7.6. Policy 6.4052 Opioid Antagonist
- 6.7.7. Policy 6.409 Reporting Child Abuse
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7. PUBLIC COMMENT (must sign up prior to beginning of the meeting)

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- 8.4. Approval of 2024-2025 CTE Perkins Basic Grant Budget
- 8.5. Approval of 2024-2025 CTE Perkins Reserve - Secondary Application Budget
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- 9.1. TRMS Resignation - Denise Tucker, 5th Grade Science Teacher
- 9.2. TES New Hires - Sara Martin, Pre-K Teacher Assistant and Jessica Williams, Teacher Assistant
- 9.3. Jennifer Harsey, 6th Grade Science Teacher and Presley Patterson, Teacher Assistant
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10. ADJOURNMENT:

TRENTON SPECIAL SCHOOL DISTRICT
Board of Trustees' Regular Meeting
Central Office - 6 p.m.
June 25, 2024

ROLL CALL: The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, June 25, 2024, at 6 p.m. In attendance were the following:

Justin Weaver, Chairman
Katie Dinwiddie
Shannon Parra

Tim Haney, Director of Schools
Dee Ann McEwen

Absent - Lisa Andrews-Young and Clint Hickerson

CALL TO ORDER: Chairman Justin Weaver called the meeting to order.

APPROVAL OF AGENDA: Chairman Weaver requested approval of adding items 6.17 Approval of Out of School Time Career Pathways Grant (TEC) #1 Budget Amendment and 6.18. Approval of Out of School Time Career Pathways Grant (TEC) #2 Budget Amendment to the Consent Agenda. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously

Chairman Weaver presented the amended agenda for the June 25, 2024, Regular Meeting for approval. Katie Dinwiddie made a motion to approve the agenda with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF MINUTES: Chairman Weaver presented the minutes of the May 7, 2024, Regular Meeting for approval. With no additions or corrections, Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

RECOGNITION: Chairman Weaver recognized Will Ownby, Milan Special School District Chairman of the Board.

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

1. Approval of Central Office Financial Reports
 - a. April 2024
 - b. May 2024
2. Approval of Three Schools Financial Reports
 - a. April 2024
 - b. May 2024
3. Approval of Innovative School Models (ISM) Budget Amendments
4. Approval of Bus Garage Budget Amendments
5. Approval of General Purpose Budget Amendments
6. Approval of Pre-k Budget Amendments
7. Approval of 21st Century Budget Amendments
8. Approval of Consolidated Admin Budget Amendment #2
9. Approval of School Nutrition Budget Amendment #2
10. Approval of IDEA 901 Budget Amendment #3
11. Approval of Title I Budget Amendment #2

12. Approval of Bus Garage Surplus
13. Approval of PHS Health Science Surplus
14. Approval of PHS Surplus
15. Approval of Technology Surplus
16. Approval of TRMS Surplus

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

PUBLIC COMMENT: There was no public comment.

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

APPROVAL OF GENERAL PURPOSE NEW BUDGET ITEMS: Tammy Smith requested that new funds be added to the General Purpose budget. She requested the following:

\$5,000 be added to Contribution and Gifts and Other Supplies and Materials for a donation from the Patricia C. Zarecor Endowment and Trenton Healthcare Foundation to the Backpack Program. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

\$0.06 be added to Other State Grants and Maintenance of Plant - Admin Equip to correct a grant. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF FY25 CONSOLIDATED APPLICATION APPROVAL FOR IDEA/ESEA FOR SCHOOL YEAR 2024-2025: Amy Allen requested approval of the FY25 Consolidated Application for IDEA/ESEA. Funding consisted of \$88,500 for Consolidated Administration, \$365,985.43 for Title I, \$58,314.48 for Title IIA which was moved to Title I, \$4,479.84 for Title IIIA, \$25,784.62 for Title IV which was moved to Title I, \$318,289 for IDEA Part B, and \$11,230 for IDEA Pre-K. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF ESSER 3.0 ADDITIONAL ALLOCATION: Lisa Garland requested approval of \$73,082.77 in additional allocation to the ESSER 3.0 grant. The funds are allocated for instructional supplies and payroll items. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF CTE AMENDMENT #2 REDUCTION IN FUNDING: Lisa Garland requested a reduction in funding of \$95.67 for the CTE budget due to a reduction in funding. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF SCHOOL YEAR 2024-25 AGREEMENT TO ADMINISTER THE SCHOOL NUTRITION PROGRAM(S): Lisa Garland requested approval of the 2024-25 Agreement to Administer the School Nutrition Program(s). Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 1 POLICIES: Shane Jacobs asked for approval of first reading of the following Section 1 Policies:

Policy 1.501 Visitors to the Schools - based on TSBA recommendations

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

APPROVAL OF FIRST READING OF SECTION 2 POLICIES: Shane Jacobs requested approval of first reading of the following Section 2 Policies:

2.403 Surplus Property Sales - changes on notification due to state law

2.806 Bids and Quotations - changes on bulk fuel purchases

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: Shane Jacobs requested approval of first reading of the following Section 3 Policies:

Policy 3.202 Emergency Preparedness Plan - develop a procedure for identifying the cause of fire alarm activation

Policy 3.205 Security - law enforcement and the Director of Schools must be notified immediately in cases involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon, building damage, theft, vandalism endangering life health or safety, or valid threat of mass violence

Policy 3.400 Student Transportation Management - Notices added to buses that only authorized persons shall enter the bus. School bus driver requirements for fitness of duty.

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

APPROVAL OF FIRST READING OF SECTION 4 POLICIES: Shane Jacobs requested approval for the first reading of the following Section 4 Policies:

Policy 4.201 Class Size Ratios - changes to waivers

Policy 4.213 Family Life Education - new policy that all students will receive family life education that will be age-appropriate and medically accurate

Policy 4.214 Use of Artificial Intelligence Programs - new policy outlining the use of artificial intelligence programs

Policy 4.301 Interscholastic Athletics - adding home school student participation

Policy 4.403 Library Materials - defining materials that should be removed or excluded from the district's library collection

Policy 4.600 Grading System - addition of dual enrollment courses

Policy 4.603 Promotion and Retention - changes to voluntary retention and 4th grade retention

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

APPROVAL OF FIRST READING OF SECTION 5 POLICIES: Shane Jacobs requested approval for the first reading of the following Section 5 Policies:

Policy 5.307 Physical Assault Leave - defines what an hourly employee off work due to a work related physical assault would receive

Policy 5.701 Substitute Teachers - must complete annual school safety training required by state law

Policy 5.802 Qualifications and Duties of the Director of Schools - must report teachers of misconduct or convicted of a felony within 30 days.

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

APPROVAL OF FIRST READING OF SECTION 6 POLICIES: Shane Jacobs requested approval of the first reading of the following Section 6 Policies:

Policy 6.203 School Admissions - requesting information on adjudicated delinquent students

Policy 6.318 Admission of Suspended or Expelled Students - allows the principal to ask the parent in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051

Policy 6.300 Code of Conduct - adds assault and aggravated assault as a Misbehavior Level IV and that law enforcement officials and the Director of Schools will be immediately contacted, if applicable

Policy 6.309 Zero Tolerance Offenses - adds as determined by the threat assessment team

Policy 6.316 Suspension - addition of or an invalid threat of mass violence

Policy 6.409 Reporting Child Abuse - adds submission of information to the Department of Children's Services

Policy 6.4052 Opioid Antagonist - opioid antagonist shall be stored in accordance with manufacturer's instructions. School staff cannot prohibit a student, employee, or visitor from possessing an opioid antagonist while on school property or at a school function.

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

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

TRMS Resignations – Bryce Agee, Digital Media Arts Teacher; Tori Coleman, 6th Grade Social Studies Teacher; Amber Kennemore, 7th Grade Science Teacher; Bradley Roberts, Coding/STEM Teacher; Missy Wood, Librarian

PHS New Hires – Rachel Abbott, Biology Teacher and Zach Epperson, Transitional Case Manager

TRMS New Hires – Hannah Butler, Digital Media Arts Teacher; Aleshia Cox-Dermane, 8th Grade Science Teacher; David Draper, Teacher Assistant; Holly Furnish, STEM/Coding Teacher; Katricia Lenon, Teacher Assistant; Clintonisha Moore, Teacher Assistant; Lacy Moore, 7th Grade Science Teacher; Melanie Scates, Special Education Teacher; and Chase Sowell, 6th Grade Social Studies Teacher

PHS Transfers – Jennifer Coffman, TES Cafeteria to PHS Cafeteria; Jackie Cook, PHS Cafeteria to PHS Teacher Assistant; and Eric Smith, PHS Teacher Assistant to Career Coach

TSBA Leadership Conference and Annual Convention - Thurs, Nov 7th to Sun, Nov 10th

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

Chairman of the Board

Secretary to the Board



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LIZZETTE REYNOLDS
COMMISSIONER

Date: July 8, 2024 **SFA Name: Trenton SSD** **SFA #: 273**
System UEI Number: P49UPGXAGW75 **Indirect Cost Rate: N/A**
Period of Performance: July 1, 2024-September 30, 2024 **FAIN#: 245TN330L1603**
Period of Performance: October 1, 2024-June 1, 2025 **FAIN#: Not available at this time.**

Federal Granting Agency: United States Department of Agriculture

This is not a Research & Development Grant.

Total Amount Awarded to the State: \$ 5,117,967 **Grant Award Date: May 31, 2023**
Total Amount Awarded to the State: \$ 4,703,906 **Grant Award Date: May 20, 2024**
Total Amount Awarded to the SFA: \$27,800

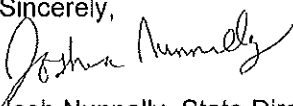
Dear Director Haney,

The state of Tennessee is awarding federal funds from the U.S. Department of Agriculture (USDA) for the Fresh Fruit and Vegetable Program (FFVP) (CFDA # 10.582). Funds are to be used to purchase, prepare, and distribute fresh fruits and vegetables at no charge to the students in the school. The program should be structured so that maximum benefits go to the children. Each selected site has the option to spend up to 10% of the total allotment for allowable administrative costs. The School Food Authority (SFA) agrees to implement the program fully by spending 90% of funds, to the maximum extent possible, in a manner consistent with the policies and procedures established by USDA and the Tennessee Department of Education.

The department is pleased to announce that *Trenton Elementary* has been selected to receive up to **\$27,800** for the 2024-25 school year to operate the Fresh Fruit and Vegetable Program. This school will have approximately 18% of the total amount available to spend between July 1 and Sept. 30, 2024. Funds remaining from that 18% after Sept. 30 will be lost; they will not roll over to Oct. 1. The remaining 82% of your funds must be spent between Oct. 1, 2024 and June 30, 2025. All participating School Food Authorities (SFAs) will be contacted to take part in a mandatory webinar start-up training. All books and records relating to the award shall be made available as required by the state and federal regulations, for inspection and audit by state and federal auditors. If for some reason you are unable to participate in this program or no longer want to participate, please let us know as soon as possible so we can reallocate the funds. This will not affect your ability to reapply next year.

If you have any questions, please contact our office at (800) 354-3663. We look forward to working with you in creating ways to help students develop lifelong, healthy eating habits.

Sincerely,


Josh Nunnally, State Director of School Nutrition Program

Tennessee Department of Education • School Nutrition Program • 710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN

Tel: (800) 354-3663 • Fax: (615) 532-5303 • tn.gov/education

CC: Lisa Selber-Garland
Trista Snider
MarLea Finch

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40210	Local Option Sales Tax	1,200,000.00	(1,582,306.22)	131.86%	100,000.00	(269,480.19)	269.48%
40275	Mixed Drink Tax	0.00	0.00	0.00%	0.00	0.00	0.00%
40350	Interstate Telecommunications Tax	6,000.00	(9,168.92)	152.82%	500.00	(1,457.57)	291.51%
40610	Current Property Tax	2,854,359.00	(2,900,130.24)	101.60%	237,863.25	(68,419.25)	28.76%
40620	Prior Year's Property Tax	100,000.00	(120,755.62)	120.76%	8,333.33	(27,531.66)	330.38%
40630	Interest And Penalty	12,000.00	(12,870.59)	107.25%	1,000.00	(3,644.07)	364.41%
40650	Payments In Lieu Of Taxes	2,500.00	(27,145.88)	1,085.84%	208.33	(125.71)	60.34%
41110	Marriage Licenses	300.00	(395.75)	131.92%	25.00	(84.29)	337.16%
43531	Transportation - Other State Systems	4,000.00	(7,958.50)	198.96%	333.33	(7,181.83)	2,154.55%
43570	Receipts From Individual Schools	25,000.00	(37,045.31)	148.18%	2,083.33	(4,802.99)	230.54%
43990	Other Charges For Services	20,000.00	(46,420.90)	232.10%	1,666.67	(8,928.34)	535.70%
44110	Investment Income	41,000.00	(285,575.36)	696.53%	3,416.67	(32,910.10)	963.22%
44120	Lease/Rentals/PPP	25,800.00	(24,200.00)	93.80%	2,150.00	(1,800.00)	83.72%
44170	Miscellaneous Refunds	0.00	(231.50)	0.00%	0.00	0.00	0.00%
44530	Sale Of Equipment	0.00	(20.00)	0.00%	0.00	0.00	0.00%
44570	Contributions & Gifts	22,840.00	(22,840.00)	100.00%	1,903.33	0.00	0.00%
44990	Other Local Revenues	0.00	(8,491.25)	0.00%	0.00	(750.00)	0.00%
46510	Tennessee Investment in Student	9,917,055.00	(10,031,616.51)	101.16%	826,421.25	(991,705.45)	120.00%
46513	TISA On-behalf Payment	17,077.47	(17,077.47)	100.00%	1,423.12	(17,077.47)	1,200.00%
46515	Early Childhood Education	412,787.00	(412,787.95)	100.00%	34,398.92	(57,051.60)	165.85%
46550	Driver Education	0.00	(4,864.18)	0.00%	0.00	0.00	0.00%
46590	Other State Education Funds	219,449.95	(243,334.60)	110.88%	18,287.50	(156,188.14)	854.07%
46610	Career Ladder Program	13,000.00	(10,125.96)	77.89%	1,083.33	(1,144.60)	105.66%
46790	Other Vocational	1,275,385.00	(553,720.30)	43.42%	106,282.08	(103,406.95)	97.29%
46850	Mixed Drink Tax	0.00	(77.15)	0.00%	0.00	(43.50)	0.00%
46980	Other State Grants	99,502.39	(102,502.39)	103.02%	8,291.87	(37,460.63)	451.78%
46990	Other State Revenues	0.00	(37,577.53)	0.00%	0.00	(28,182.93)	0.00%
47143	Special Education - Grants To States	3,510.00	0.00	0.00%	292.50	0.00	0.00%
47401	American Rescue Plan Act Grant #1	0.00	(197,620.12)	0.00%	0.00	(197,620.12)	0.00%
47590	Other Federal Through State	28,295.99	0.00	0.00%	2,358.00	0.00	0.00%
49700	Insurance Recovery	0.00	(16,053.72)	0.00%	0.00	0.00	0.00%
49800	Transfers In	5,000.00	(1,749.55)	34.99%	416.67	(1,749.55)	419.89%
	Total Revenues	16,304,861.80	(16,714,663.47)	102.51%	1,358,738.48	(2,018,746.94)	148.58%
Expenditures							
71100	Regular Instruction Program	(5,797,117.83)	5,439,143.42	93.82%	(483,093.15)	936,295.92	193.81%
71150	Alternative Instruction Program	(293,914.00)	285,890.51	97.27%	(24,492.83)	46,943.30	191.66%
71200	Special Education Program	(579,946.00)	568,203.21	97.98%	(48,328.83)	81,271.04	168.16%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71300	Career and Technical Education	(1,325,432.14)	783,171.61	59.09%	(110,452.68)	84,160.51	76.20%
71400	Student Body Education Program	(42,284.00)	40,298.92	95.31%	(3,523.67)	3,894.12	110.51%
72110	Attendance	(156,957.00)	153,706.10	97.93%	(13,079.75)	21,837.24	166.95%
72120	Health Services	(231,071.00)	164,837.23	71.34%	(19,255.92)	20,879.65	108.43%
72130	Other Student Support	(659,105.03)	569,498.88	86.40%	(54,925.42)	54,437.74	99.11%
72210	Regular Instruction Program	(665,830.76)	624,795.90	93.84%	(55,485.90)	93,428.38	168.38%
72220	Special Education Program	(68,813.00)	67,999.70	98.82%	(5,734.42)	5,429.28	94.68%
72230	Career and Technical Education	(134,264.00)	128,074.80	95.39%	(11,188.67)	9,416.49	84.16%
72250	Instructional Technology	(499,992.00)	445,783.59	89.16%	(41,666.00)	19,901.46	47.76%
72310	Board Of Education	(227,729.00)	184,462.52	81.00%	(18,977.42)	(16,948.91)	-89.31%
72320	Director Of Schools	(180,891.00)	175,737.18	97.15%	(15,074.25)	15,200.30	100.84%
72410	Office Of The Principal	(930,676.00)	784,581.98	84.30%	(77,556.33)	88,106.21	113.60%
72510	Fiscal Services	(100,170.00)	90,747.31	90.59%	(8,347.50)	3,811.67	45.66%
72520	Human Services/Personnel	(130,503.00)	124,252.15	95.21%	(10,875.25)	9,703.43	89.22%
72610	Operation Of Plant	(730,391.00)	636,707.66	87.17%	(60,865.92)	43,563.65	71.57%
72620	Maintenance Of Plant	(625,799.36)	587,632.55	93.90%	(52,149.95)	8,051.83	15.44%
72710	Transportation	(511,070.82)	475,234.60	92.99%	(42,589.24)	61,794.56	145.09%
72810	Central And Other	(37,000.00)	30,371.66	82.09%	(3,083.33)	288.10	9.34%
73100	Food Service	(5,000.00)	0.00	0.00%	(416.67)	0.00	0.00%
73300	Community Services	(1,450.00)	1,300.00	89.66%	(120.83)	0.00	0.00%
73400	Early Childhood Education	(422,496.00)	422,496.00	100.00%	(35,208.00)	65,579.65	186.26%
76100	Regular Capital Outlay	(1,297,977.86)	836,878.36	64.48%	(108,164.82)	2,440.00	2.26%
82130	Education	(660,000.00)	660,000.00	100.00%	(55,000.00)	0.00	0.00%
82230	Education	(575,419.00)	575,418.76	100.00%	(47,951.58)	0.00	0.00%
	Total Expenditures	(16,891,299.80)	14,857,224.60	87.96%	(1,407,608.32)	1,659,485.62	117.89%
Total	141 General Purpose School	(586,438.00)	(1,857,438.87)	-316.73%	(48,869.83)	(359,261.32)	-735.14%

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44110	Investment Income	0.00	(200.13)	0.00%	0.00	2.17	0.00%
46980	Other State Grants	240,975.00	(235,783.34)	97.85%	20,081.25	(63,901.06)	318.21%
47131	Vocational Educ - Basic Grants To	47,516.75	(47,516.75)	100.00%	3,959.73	(4,619.32)	116.66%
47141	Title 1 Grants To Local Educ Agencies	631,812.77	(461,870.17)	73.10%	52,651.06	(117,655.48)	223.46%
47143	Special Education - Grants To States	436,288.50	(342,372.35)	78.47%	36,357.38	(76,706.55)	210.98%
47145	Special Education Preschool Grants	21,817.39	(8,543.23)	39.16%	1,818.12	(1,163.85)	64.01%
47146	English Language Acquisition Grants	5,717.87	(1,767.37)	30.91%	476.49	(624.14)	130.99%
47148	Rural Education	32,781.41	(24,455.06)	74.60%	2,731.78	(4,162.80)	152.38%
47307	COVID-19 Grant B	71,250.00	(71,250.00)	100.00%	5,937.50	0.00	0.00%
47309	COVID-19 Grant D	123,000.00	(123,000.00)	100.00%	10,250.00	(79,272.31)	773.39%
47310	COVID-19 Grant E	91,378.00	(77,470.91)	84.78%	7,614.83	(38,870.35)	510.46%
47401	American Rescue Plan Act Grant #1	970,535.50	(678,263.31)	69.89%	80,877.96	(91,726.98)	113.41%
47402	American Rescue Plan Act Grant #2	18,006.25	(18,006.25)	100.00%	1,500.52	0.00	0.00%
47404	American Rescue Plan Act Grant #4	11,761.67	(165.53)	1.41%	980.14	0.00	0.00%
	Total Revenues	2,702,841.11	(2,090,664.40)	77.35%	225,236.76	(478,700.67)	212.53%
Expenditures							
71100	Regular Instruction Program	(612,449.00)	389,307.76	63.57%	(51,037.42)	40,133.99	78.64%
71200	Special Education Program	(537,598.70)	396,710.94	73.79%	(44,799.89)	53,826.30	120.15%
71300	Career and Technical Education	(133,394.75)	119,681.13	89.72%	(11,116.23)	713.21	6.42%
72120	Health Services	(63,163.47)	61,521.40	97.40%	(5,263.62)	10,253.44	194.80%
72130	Other Student Support	(108,868.63)	84,264.68	77.40%	(9,072.39)	13,416.69	147.88%
72210	Regular Instruction Program	(313,100.84)	276,581.60	88.34%	(26,091.74)	33,449.65	128.20%
72220	Special Education Program	(67,534.44)	56,145.25	83.14%	(5,627.87)	3,343.24	59.41%
72230	Career and Technical Education	(1,200.00)	1,200.00	100.00%	(100.00)	0.00	0.00%
72610	Operation Of Plant	(491,843.73)	369,964.17	75.22%	(40,986.98)	(78,365.75)	-191.20%
73300	Community Services	(240,338.00)	235,146.34	97.84%	(20,028.17)	39,954.49	199.49%
76100	Regular Capital Outlay	(131,600.00)	102,154.82	77.63%	(10,966.67)	(500.00)	-4.56%
99100	Transfers Out	(1,749.55)	1,749.55	100.00%	(145.80)	1,749.55	1,200.00%
	Total Expenditures	(2,702,841.11)	2,094,427.64	77.49%	(225,236.76)	117,974.81	52.38%
Total	142 School Federal Projects	0.00	3,763.24	100.00%	0.00	(360,725.86)	0.00%

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	30,256.26	(91,598.48)	302.74%	2,521.36	(5,365.20)	212.79%
43522	Lunch Payments - Adults	10,000.00	(15,110.99)	151.11%	833.33	(289.00)	34.68%
43523	Income From Breakfast	500.00	(4,818.00)	963.60%	41.67	0.00	0.00%
44110	Investment Income	22,544.74	(1,278.82)	5.67%	1,878.73	(107.58)	5.73%
46520	School Food Service	8,000.00	(7,452.86)	93.16%	666.67	0.00	0.00%
46980	Other State Grants	227,590.00	(32,184.80)	14.14%	18,965.83	0.00	0.00%
47111	USDA School Lunch Program	700,000.00	(675,723.50)	96.53%	58,333.33	(133,255.75)	228.44%
47112	USDA Commodities	80,074.00	(80,074.00)	100.00%	6,672.83	(80,074.00)	1,200.00%
47113	Breakfast	700,000.00	(386,026.37)	55.15%	58,333.33	(76,820.34)	131.69%
47114	USDA - Other	150,000.00	(247,838.91)	165.23%	12,500.00	(113,907.92)	911.26%
	Total Revenues	1,928,965.00	(1,542,106.73)	79.94%	160,747.08	(409,819.79)	254.95%
Expenditures							
73100	Food Service	(1,993,965.00)	1,645,975.29	82.55%	(166,163.75)	(226,270.69)	-136.17%
	Total Expenditures	(1,993,965.00)	1,645,975.29	82.55%	(166,163.75)	(226,270.69)	-136.17%
Total	143 Central Cafeteria	(65,000.00)	103,868.56	159.80%	(5,416.67)	(636,090.48)	-

144 School Transportation		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Account	Description						
Revenues							
43531	Transportation - Other State Systems	520,810.00	(520,809.87)	100.00%	43,400.83	(32,385.93)	74.62%
44990	Other Local Revenues	0.00	(1,278.65)	0.00%	0.00	0.00	0.00%
	Total Revenues	520,810.00	(522,088.52)	100.25%	43,400.83	(32,385.93)	74.62%
Expenditures							
72710	Transportation	(520,810.00)	520,809.84	100.00%	(43,400.83)	32,385.93	74.62%
	Total Expenditures	(520,810.00)	520,809.84	100.00%	(43,400.83)	32,385.93	74.62%
Total	144 School Transportation	0.00	(1,278.68)	100.00%	0.00	0.00	0.00%

Trenton Special School District
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Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-011-11130

Number	Date	Description	Check Type	Status	
34108	6/10/2024	Michele Elliott	Vendor	Reconciled	\$450.00
34119	6/12/2024	Michele Elliott	Vendor	Outstanding	\$345.84
34124	6/15/2024	American Cancer Society	Vendor	Void	\$0.73
34125	6/15/2024	American Cancer Society	Vendor	Outstanding	\$0.73
34128	6/15/2024	Gibson Co Imagination Library	Vendor	Void	\$0.40
34129	6/15/2024	Gibson Co Imagination Library	Vendor	Reconciled	\$0.40
34134	6/15/2024	Superior Vision Services, Inc.	Vendor	Void	\$13.82
34135	6/15/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$13.82
34138	6/15/2024	TASC	Vendor	Void	\$10.00
34139	6/15/2024	TASC	Vendor	Outstanding	\$10.00
34144	6/15/2024	Trenton Special School District	Vendor	Void	\$1,242.68
34145	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$1,242.68
34154	6/15/2024	Trenton Special School District	Vendor	Void	\$268.05
34155	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$268.05
34161	6/15/2024	Trenton Special School District	Vendor	Void	\$1,129.18
34162	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$1,129.18
34163	6/15/2024	Trenton Special School District	Vendor	Void	\$5.00
34164	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$5.00
34166	6/15/2024	Trenton Special School District	Vendor	Void	\$629.20
34167	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$629.20
34171	6/15/2024	Trustmark Voluntary Benefit	Vendor	Void	\$8.68
34172	6/15/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$8.68
34174	6/15/2024	TSA Consulting Group, Inc.	Vendor	Void	\$119.63
34175	6/15/2024	TSA Consulting Group, Inc.	Vendor	Reconciled	\$119.63
34180	6/15/2024	Usable Life	Vendor	Void	\$65.84
34181	6/15/2024	Usable Life	Vendor	Reconciled	\$65.84
34184	6/15/2024	USABLE LIFE	Vendor	Void	\$32.98

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-011-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34185	6/15/2024	USABLE LIFE	Vendor	Outstanding	\$32.98
34243	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$289.00

Totals for Vendor

Number of Checks:	29
Total Checks:	\$8,137.22
Reconciled Checks:	\$4,198.98
Outstanding Checks:	\$412.05
Void Checks:	\$3,526.19

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-011-11130

Account Number: 000000090212

Totals for 142-011-11130

Number of Checks:	29
Total Checks:	\$8,137.22
Reconciled Checks:	\$4,198.98
Outstanding Checks:	\$412.05
Void Checks:	\$3,526.19

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34127	6/15/2024	Gibson Co Imagination Library	Vendor	Void	\$5.49
34128	6/15/2024	Gibson Co Imagination Library	Vendor	Reconciled	\$5.49
34130	6/15/2024	Peabody High School	Vendor	Void	\$3.19
34131	6/15/2024	Peabody High School	Vendor	Outstanding	\$3.19
34136	6/15/2024	Superior Vision Services, Inc.	Vendor	Void	\$33.79
34137	6/15/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.79
34140	6/15/2024	Tn Child Support	Vendor	Void	\$319.45
34141	6/15/2024	Tn Child Support	Vendor	Reconciled	\$319.45
34147	6/15/2024	Trenton Special School District	Vendor	Void	\$4,486.76
34148	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$4,486.76
34155	6/15/2024	Trenton Special School District	Vendor	Void	\$12,809.96
34156	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$12,809.96
34158	6/15/2024	Trenton Special School District	Vendor	Void	\$3,230.16
34159	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$3,230.16
34169	6/15/2024	Trenton Special School District	Vendor	Void	\$2,365.91
34170	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$2,365.91
34173	6/15/2024	TSA Consulting Group, Inc.	Vendor	Void	\$249.19
34174	6/15/2024	TSA Consulting Group, Inc.	Vendor	Reconciled	\$249.19
34181	6/15/2024	Usable Life	Vendor	Void	\$78.09
34182	6/15/2024	Usable Life	Vendor	Reconciled	\$78.09
34183	6/15/2024	USABLE LIFE	Vendor	Void	\$99.23
34184	6/15/2024	USABLE LIFE	Vendor	Outstanding	\$99.23
34199	6/20/2024	Gibson Co Imagination Library	Vendor	Outstanding	\$5.49
34201	6/20/2024	Peabody High School	Vendor	Outstanding	\$3.19
34205	6/20/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.79
34208	6/20/2024	Tn Child Support	Vendor	Outstanding	\$319.45
34212	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$4,427.91
34216	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$3,230.16

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34223	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$2,365.91
34225	6/20/2024	TSA Consulting Group, Inc.	Vendor	Outstanding	\$249.19
34229	6/20/2024	Usable Life	Vendor	Outstanding	\$78.09
34234	6/20/2024	USABLE LIFE	Vendor	Outstanding	\$99.23
34245	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$2,162.55

Totals for Vendor

Number of Checks:	33
Total Checks:	\$60,337.40
Reconciled Checks:	\$35,731.54
Outstanding Checks:	\$924.64
Void Checks:	\$23,681.22

Trenton Special School District
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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Totals for 142-101-11130

Number of Checks: 33
Total Checks: \$60,337.40
Reconciled Checks: \$35,731.54
Outstanding Checks: \$924.64
Void Checks: \$23,681.22

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-301-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34120	6/12/2024	Milan Special School District	Vendor	Outstanding	\$597.92

Totals for Vendor

Number of Checks:	1
Total Checks:	\$597.92
Reconciled Checks:	\$0.00
Outstanding Checks:	\$597.92
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-301-11130

Account Number: 000000090212

Totals for 142-301-11130

Number of Checks: 1
Total Checks: \$597.92
Reconciled Checks: \$0.00
Outstanding Checks: \$597.92
Void Checks: \$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34101	6/10/2024	Ace Building Center	Vendor	Reconciled	\$31.78
34106	6/10/2024	Food Rite	Vendor	Reconciled	\$417.13
34109	6/10/2024	Peabody High School	Vendor	Outstanding	\$396.80
34117	6/12/2024	Food Rite	Vendor	Outstanding	\$111.86
34121	6/12/2024	Whitney Dunlap	Vendor	Reconciled	\$1,224.00
34142	6/15/2024	Trenton Special School District	Vendor	Void	\$1,523.02
34143	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$1,523.02
34153	6/15/2024	Trenton Special School District	Vendor	Void	\$6,000.40
34154	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$6,000.40
34164	6/15/2024	Trenton Special School District	Vendor	Void	\$910.70
34165	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$910.70
34189	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$2,655.12
34191	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$12,363.22
34194	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$1,611.73
34240	6/24/2024	Helen Branum	Vendor	Outstanding	\$1,051.90
34249	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$3,366.68
34251	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$9,109.11
34253	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$1,104.25

Totals for Vendor

Number of Checks:	18
Total Checks:	\$50,311.82
Reconciled Checks:	\$40,317.14
Outstanding Checks:	\$1,560.56
Void Checks:	\$8,434.12

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Totals for 142-430-11130

Number of Checks:	18
Total Checks:	\$50,311.82
Reconciled Checks:	\$40,317.14
Outstanding Checks:	\$1,560.56
Void Checks:	\$8,434.12

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34131	6/15/2024	Peabody High School	Vendor	Void	\$1.44
34132	6/15/2024	Peabody High School	Vendor	Outstanding	\$1.44
34139	6/15/2024	Tn Child Support	Vendor	Void	\$143.55
34140	6/15/2024	Tn Child Support	Vendor	Reconciled	\$143.55
34141	6/15/2024	Trenton Special School District	Vendor	Void	\$337.06
34142	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$337.06
34152	6/15/2024	Trenton Special School District	Vendor	Void	\$1,015.13
34153	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$1,015.13
34157	6/15/2024	Trenton Special School District	Vendor	Void	\$296.01
34158	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$296.01
34167	6/15/2024	Trenton Special School District	Vendor	Void	\$241.62
34168	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$241.62
34179	6/15/2024	Usable Life	Vendor	Void	\$0.59
34180	6/15/2024	Usable Life	Vendor	Reconciled	\$0.59
34202	6/20/2024	Peabody High School	Vendor	Outstanding	\$1.44
34207	6/20/2024	Tn Child Support	Vendor	Outstanding	\$143.55
34209	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$337.06
34218	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$296.01
34219	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$241.62
34227	6/20/2024	Usable Life	Vendor	Outstanding	\$0.59
34244	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$92.00

Totals for Vendor

Number of Checks:	21
Total Checks:	\$5,183.07
Reconciled Checks:	\$3,000.65
Outstanding Checks:	\$147.02
Void Checks:	\$2,035.40

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Totals for 142-601-11130

Number of Checks:	21
Total Checks:	\$5,183.07
Reconciled Checks:	\$3,000.65
Outstanding Checks:	\$147.02
Void Checks:	\$2,035.40

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-801-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34254	6/30/2024	Trenton Special School District	Vendor	Outstanding	\$1,188.17

Totals for Vendor

Number of Checks:	1
Total Checks:	\$1,188.17
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,188.17
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-801-11130

Account Number: 000000090212

Totals for 142-801-11130

Number of Checks:	1
Total Checks:	\$1,188.17
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,188.17
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-890-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34113	6/10/2024	Trenton Special School District	Vendor	Reconciled	\$4,171.30

Totals for Vendor

Number of Checks:	1
Total Checks:	\$4,171.30
Reconciled Checks:	\$4,171.30
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-890-11130

Account Number: 000000090212

Totals for 142-890-11130

Number of Checks:	1
Total Checks:	\$4,171.30
Reconciled Checks:	\$4,171.30
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-891-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34115	6/10/2024	Trenton Special School District	Vendor	Reconciled	\$4,536.18

Totals for Vendor

Number of Checks:	1
Total Checks:	\$4,536.18
Reconciled Checks:	\$4,536.18
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-891-11130

Account Number: 000000090212

Totals for 142-891-11130

Number of Checks:	1
Total Checks:	\$4,536.18
Reconciled Checks:	\$4,536.18
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-901-11130

Number	Date	Description	Check Type	Status	
34102	6/10/2024	Amy Allen	Vendor	Reconciled	\$140.70
34104	6/10/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	\$419.56
34110	6/10/2024	Quill Corporation	Vendor	Reconciled	\$121.70
34111	6/10/2024	Riverside Insights	Vendor	Outstanding	\$180.00
34114	6/10/2024	Trenton Special School District	Vendor	Reconciled	\$190.62
34122	6/15/2024	AFLAC	Vendor	Void	\$109.46
34123	6/15/2024	American Cancer Society	Vendor	Void	\$0.78
34123	6/15/2024	AFLAC	Vendor	Outstanding	\$109.46
34124	6/15/2024	American Cancer Society	Vendor	Outstanding	\$0.78
34125	6/15/2024	Gibson Co Imagination Library	Vendor	Void	\$0.38
34126	6/15/2024	Gibson Co Imagination Library	Vendor	Reconciled	\$0.38
34129	6/15/2024	Gibson County General Sessions	Vendor	Void	\$349.01
34130	6/15/2024	Gibson County General Sessions	Vendor	Reconciled	\$349.01
34135	6/15/2024	Superior Vision Services, Inc.	Vendor	Void	\$33.58
34136	6/15/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.58
34137	6/15/2024	TASC	Vendor	Void	\$20.50
34138	6/15/2024	TASC	Vendor	Outstanding	\$20.50
34146	6/15/2024	Trenton Special School District	Vendor	Void	\$3,760.17
34147	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$3,760.17
34151	6/15/2024	Trenton Special School District	Vendor	Void	\$14,754.77
34152	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$14,754.77
34160	6/15/2024	Trenton Special School District	Vendor	Void	\$2,780.00
34161	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$2,780.00
34165	6/15/2024	Trenton Special School District	Vendor	Void	\$2,778.10
34166	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$2,778.10
34172	6/15/2024	Trustmark Voluntary Benefit	Vendor	Void	\$40.12
34173	6/15/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$40.12
34175	6/15/2024	TSA Consulting Group, Inc.	Vendor	Void	\$104.68

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34176	6/15/2024	Usable Life	Vendor	Void	\$71.28
34176	6/15/2024	TSA Consulting Group, Inc.	Vendor	Reconciled	\$104.68
34177	6/15/2024	Usable Life	Vendor	Reconciled	\$71.28
34186	6/15/2024	USABLE LIFE	Vendor	Void	\$178.67
34187	6/15/2024	USABLE LIFE	Vendor	Outstanding	\$178.67
34197	6/20/2024	AFLAC	Vendor	Outstanding	\$109.46
34200	6/20/2024	Gibson County General Sessions	Vendor	Outstanding	\$0.72
34206	6/20/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$28.44
34210	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$3,298.49
34217	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$2,411.07
34220	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$2,249.54
34224	6/20/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$23.02
34226	6/20/2024	TSA Consulting Group, Inc.	Vendor	Outstanding	\$50.00
34228	6/20/2024	Usable Life	Vendor	Outstanding	\$46.85
34232	6/20/2024	USABLE LIFE	Vendor	Outstanding	\$140.58
34247	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$992.00

Totals for Vendor

Number of Checks:	44
Total Checks:	\$60,365.75
Reconciled Checks:	\$34,422.07
Outstanding Checks:	\$962.18
Void Checks:	\$24,981.50

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Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Totals for 142-901-11130

Number of Checks:	44
Total Checks:	\$60,365.75
Reconciled Checks:	\$34,422.07
Outstanding Checks:	\$962.18
Void Checks:	\$24,981.50

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-911-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34145	6/15/2024	Trenton Special School District	Vendor	Void	\$48.44
34146	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$48.44
34156	6/15/2024	Trenton Special School District	Vendor	Void	\$261.58
34157	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$261.58
34159	6/15/2024	Trenton Special School District	Vendor	Void	\$104.84
34160	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$104.84
34170	6/15/2024	Trenton Special School District	Vendor	Void	\$53.79
34171	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$53.79
34177	6/15/2024	Usable Life	Vendor	Void	\$0.65
34178	6/15/2024	Usable Life	Vendor	Reconciled	\$0.65
34185	6/15/2024	USABLE LIFE	Vendor	Void	\$4.92
34186	6/15/2024	USABLE LIFE	Vendor	Outstanding	\$4.92
34213	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$75.68
34215	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$163.80
34221	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$84.05
34230	6/20/2024	Usable Life	Vendor	Outstanding	\$1.02
34235	6/20/2024	USABLE LIFE	Vendor	Outstanding	\$7.69
34248	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$25.00

Totals for Vendor

Number of Checks:	18
Total Checks:	\$1,305.68
Reconciled Checks:	\$817.83
Outstanding Checks:	\$13.63
Void Checks:	\$474.22

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-911-11130

Account Number: 000000090212

Totals for 142-911-11130

Number of Checks:	18
Total Checks:	\$1,305.68
Reconciled Checks:	\$817.83
Outstanding Checks:	\$13.63
Void Checks:	\$474.22

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-912-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34118	6/12/2024	Kaplan Early Learning Company	Vendor	Outstanding	\$3,600.00

Totals for Vendor

Number of Checks:	1
Total Checks:	\$3,600.00
Reconciled Checks:	\$0.00
Outstanding Checks:	\$3,600.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-912-11130

Account Number: 000000090212

Totals for 142-912-11130

Number of Checks:	1
Total Checks:	\$3,600.00
Reconciled Checks:	\$0.00
Outstanding Checks:	\$3,600.00
Void Checks:	\$0.00

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-933-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34107	6/10/2024	Jd Distributors	Vendor	Reconciled	\$8,593.98
34126	6/15/2024	Gibson Co Imagination Library	Vendor	Void	\$5.48
34127	6/15/2024	Gibson Co Imagination Library	Vendor	Reconciled	\$5.48
34132	6/15/2024	Peabody High School	Vendor	Void	\$0.56
34133	6/15/2024	Peabody High School	Vendor	Outstanding	\$0.56
34133	6/15/2024	Superior Vision Services, Inc.	Vendor	Void	\$41.15
34134	6/15/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$41.15
34143	6/15/2024	Trenton Special School District	Vendor	Void	\$6,084.35
34144	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$6,084.35
34150	6/15/2024	Trenton Special School District	Vendor	Void	\$25,270.82
34151	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$25,270.82
34162	6/15/2024	Trenton Special School District	Vendor	Void	\$1,163.26
34163	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$1,163.26
34168	6/15/2024	Trenton Special School District	Vendor	Void	\$3,324.77
34169	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$3,324.77
34178	6/15/2024	Usable Life	Vendor	Void	\$90.82
34179	6/15/2024	Usable Life	Vendor	Reconciled	\$90.82
34182	6/15/2024	USABLE LIFE	Vendor	Void	\$79.30
34183	6/15/2024	USABLE LIFE	Vendor	Outstanding	\$79.30
34188	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$331.67
34193	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$2,864.16
34196	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$139.56
34198	6/20/2024	Gibson Co Imagination Library	Vendor	Outstanding	\$5.08
34203	6/20/2024	Peabody High School	Vendor	Outstanding	\$0.56
34204	6/20/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$39.58
34211	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$5,517.18
34214	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$1,037.51
34222	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$3,270.95

Trenton Special School District
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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-933-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34231	6/20/2024	Usable Life	Vendor	Outstanding	\$90.36
34233	6/20/2024	USABLE LIFE	Vendor	Outstanding	\$79.30
34241	6/24/2024	Jd Distributors	Vendor	Outstanding	\$1,760.53
34246	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$4,516.12
34250	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$1,963.44
34252	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$139.56

Totals for Vendor

Number of Checks:	34
Total Checks:	\$102,470.56
Reconciled Checks:	\$64,313.63
Outstanding Checks:	\$2,096.42
Void Checks:	\$36,060.51

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-933-11130

Account Number: 000000090212

Totals for 142-933-11130

Number of Checks:	34
Total Checks:	\$102,470.56
Reconciled Checks:	\$64,313.63
Outstanding Checks:	\$2,096.42
Void Checks:	\$36,060.51

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34103	6/10/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	\$14,896.15
34104	6/10/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	-\$273.35
34112	6/10/2024	TNTP, Inc.	Vendor	Outstanding	\$18,200.00
34116	6/12/2024	Amazon Capital Services, Inc.	Vendor	Outstanding	\$51.12
34148	6/15/2024	Trenton Special School District	Vendor	Void	\$39.19
34149	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$39.19
34149	6/15/2024	Trenton Special School District	Vendor	Void	\$268.05
34150	6/15/2024	Trenton Special School District	Vendor	Reconciled	\$268.05
34236	6/24/2024	Amazon Capital Services, Inc.	Vendor	Outstanding	\$446.76
34237	6/24/2024	Benchmark Education Company	Vendor	Outstanding	\$7,935.00
34238	6/24/2024	Continental Press	Vendor	Outstanding	\$2,623.65
34239	6/24/2024	Heggerty	Vendor	Outstanding	\$192.24

Totals for Vendor

Number of Checks:	12
Total Checks:	\$44,686.05
Reconciled Checks:	\$14,930.04
Outstanding Checks:	\$29,448.77
Void Checks:	\$307.24

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Totals for 142-952-11130

Number of Checks:	12
Total Checks:	\$44,686.05
Reconciled Checks:	\$14,930.04
Outstanding Checks:	\$29,448.77
Void Checks:	\$307.24

Trenton Special School District
Bank Account Check Listing By Date

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Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-954-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34105	6/10/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	\$10,147.68
34190	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$232.91
34192	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$924.57
34195	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$171.93
34242	6/24/2024	MakerBot Industries	Vendor	Outstanding	\$24,938.47

Totals for Vendor

Number of Checks:	5
Total Checks:	\$36,415.56
Reconciled Checks:	\$11,477.09
Outstanding Checks:	\$24,938.47
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
GL Account: 142-954-11130

Account Number: 000190350001

Totals for 142-954-11130

Number of Checks: 5
Total Checks: \$36,415.56
Reconciled Checks: \$11,477.09
Outstanding Checks: \$24,938.47
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	
16567	6/17/2024	AFLAC	Vendor	Outstanding	\$60.45
16568	6/17/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$12.66
16569	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$2,959.68
16570	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$11,200.03
16571	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$1,767.64
16572	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$1,605.44
16573	6/17/2024	TSA Consulting Group, Inc.	Vendor	Reconciled	\$64.00
16574	6/17/2024	Usable Life	Vendor	Reconciled	\$8.05
16575	6/17/2024	USABLE LIFE	Vendor	Outstanding	\$18.17
16576	6/17/2024	Ace Building Center	Vendor	Outstanding	\$68.22
16577	6/17/2024	Best One Tire Of Jackson	Vendor	Outstanding	\$4,256.16
16578	6/17/2024	Bradford Special School Distri	Vendor	Outstanding	\$3,000.00
16579	6/17/2024	Central States Bus Sales, Inc.	Vendor	Outstanding	\$329.25
16580	6/17/2024	Gibson Connect	Vendor	Void	\$143.39
16581	6/17/2024	Gibson County School District	Vendor	Outstanding	\$3,000.00
16582	6/17/2024	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$728.30
16583	6/17/2024	Humboldt City Schools	Vendor	Outstanding	\$3,000.00
16584	6/17/2024	Milan Special School District	Vendor	Outstanding	\$3,000.00
16585	6/17/2024	Parman Energy Corporation	Vendor	Outstanding	\$863.19
16586	6/17/2024	Tag Truck Center Of Jackson	Vendor	Outstanding	\$1,920.38
16587	6/17/2024	Temple Landscaping, LLC	Vendor	Outstanding	\$195.00
16588	6/17/2024	Trenton Industrial Laundry	Vendor	Outstanding	\$156.10
16589	6/17/2024	Trenton Special School District	Vendor	Outstanding	\$10,460.29
16590	6/17/2024	Truckpro, LLC	Vendor	Outstanding	\$569.53
16591	6/17/2024	Gibson Connect	Vendor	Reconciled	\$143.39
16592	6/18/2024	Gibson Co Utility Dist	Vendor	Reconciled	\$88.70

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

Number **Date** **Description**

Check Type **Status**

Totals for Vendor

Number of Checks: 26
Total Checks: \$49,618.02
Reconciled Checks: \$17,836.93
Outstanding Checks: \$31,637.70
Void Checks: \$143.39

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: 26
Total Checks: \$49,618.02
Reconciled Checks: \$17,836.93
Outstanding Checks: \$31,637.70
Void Checks: \$143.39

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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	
16095	6/11/2024	Adam Ellmore	Vendor	Outstanding	\$16.00
16096	6/11/2024	Madelyn Arndt	Vendor	Reconciled	\$150.00
16097	6/11/2024	B & B Fire Protection	Vendor	Reconciled	\$3,280.00
16098	6/11/2024	Cherie Kelley	Vendor	Reconciled	\$195.00
16099	6/11/2024	Kylie Coffman	Vendor	Reconciled	\$437.50
16100	6/11/2024	Layla Coffman	Vendor	Reconciled	\$100.00
16101	6/11/2024	Baylee Coleman	Vendor	Reconciled	\$310.00
16102	6/11/2024	Cowan Blackberry Farm	Vendor	Reconciled	\$1,500.00
16103	6/11/2024	Margaret Davis	Vendor	Reconciled	\$80.00
16104	6/11/2024	Deloris Morgan	Vendor	Reconciled	\$195.00
16105	6/11/2024	Dixie Chile Ranch	Vendor	Reconciled	\$299.25
16106	6/11/2024	Ekon-O-Pac Inc. East	Vendor	Reconciled	\$6,186.00
16107	6/11/2024	Food Rite	Vendor	Reconciled	\$65.01
16108	6/11/2024	Garden Spot	Vendor	Outstanding	\$48.00
16109	6/11/2024	Hiland Dairy Foods Company LLC	Vendor	Reconciled	\$2,981.24
16110	6/11/2024	Lisa Seiber Garland	Vendor	Reconciled	\$225.00
16111	6/11/2024	Mccartney Produce Company, Inc.	Vendor	Reconciled	\$6,237.72
16112	6/11/2024	NWTN Local Food Network 1	Vendor	Reconciled	\$150.00
16113	6/11/2024	Janet Mann Roach	Vendor	Reconciled	\$195.00
16114	6/11/2024	Brandy Rocha	Vendor	Reconciled	\$100.00
16115	6/11/2024	Stanford Electric Supply, Inc.	Vendor	Reconciled	\$181.17
16116	6/11/2024	State Of Tennessee, Div Of Gen Env Health	Vendor	Reconciled	\$240.00
16117	6/11/2024	State Systems, Inc.	Vendor	Reconciled	\$1,080.00
16118	6/11/2024	Stockyard Market	Vendor	Reconciled	\$1,135.08
16119	6/11/2024	Trenton Gazette	Vendor	Reconciled	\$40.00
16120	6/11/2024	Trenton Special School District	Vendor	Reconciled	\$6,354.97
16121	6/11/2024	Volco	Vendor	Reconciled	\$20,330.21

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	
16150	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$3,288.13
16151	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$415.45
16152	6/20/2024	Gibson Co Imagination Library	Vendor	Outstanding	\$12.50
16153	6/20/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$99.53
16154	6/20/2024	TASC	Vendor	Outstanding	\$30.00
16155	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$4,107.98
16156	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$9,037.14
16157	6/20/2024	Trenton Special School District	Vendor	Reconciled	\$2,797.38
16158	6/20/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$17.34
16159	6/20/2024	Usable Life	Vendor	Outstanding	\$55.04
16160	6/20/2024	USABLE LIFE	Vendor	Outstanding	\$300.12
16161	6/20/2024	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$109.20
16162	6/20/2024	Madelyn Arndt	Vendor	Reconciled	\$420.00
16163	6/20/2024	Baylee Coleman	Vendor	Reconciled	\$450.00
16164	6/24/2024	Antonio Burns	Vendor	Outstanding	\$127.50
16165	6/24/2024	Bell Family Farm	Vendor	Outstanding	\$400.00
16166	6/24/2024	Kylie Coffman	Vendor	Outstanding	\$525.00
16167	6/24/2024	Layla Coffman	Vendor	Reconciled	\$165.00
16168	6/24/2024	Dixie Chile Ranch	Vendor	Outstanding	\$2,116.00
16169	6/24/2024	Food Rite	Vendor	Outstanding	\$2.49
16170	6/24/2024	Garden Spot	Vendor	Outstanding	\$30.00
16171	6/24/2024	Gibson Co Utility Dist	Vendor	Outstanding	\$86.00
16172	6/24/2024	Gibson's Grill	Vendor	Outstanding	\$50.00
16173	6/24/2024	Healthy Flavors AR LLC	Vendor	Outstanding	\$1,100.00
16174	6/24/2024	Hotel & Restaurant Supply, Inc	Vendor	Outstanding	\$58,927.00
16175	6/24/2024	Hut American Group LLC	Vendor	Outstanding	\$181.25
16176	6/24/2024	Abigail Karnes	Vendor	Reconciled	\$220.00
16177	6/24/2024	Adelyn Karnes	Vendor	Reconciled	\$375.00

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	
16178	6/24/2024	Lisa Seiber Garland	Vendor	Outstanding	\$590.30
16179	6/24/2024	Dana Malone	Vendor	Reconciled	\$420.00
16180	6/24/2024	Brandy Rocha	Vendor	Reconciled	\$157.50
16181	6/24/2024	Ron Schoonover	Vendor	Outstanding	\$760.00
16182	6/24/2024	Volco	Vendor	Outstanding	\$36.42
16183	6/24/2024	Mika Vowell	Vendor	Reconciled	\$172.50
16184	6/24/2024	William Weaver	Vendor	Reconciled	\$475.00
16185	6/24/2024	Taliah Webb	Vendor	Reconciled	\$495.00
16186	6/25/2024	Blackberry Pond Farm	Vendor	Outstanding	\$128.00
16187	6/25/2024	Cowan Blackberry Farm	Vendor	Outstanding	\$2,500.00
16188	6/25/2024	Hiland Dairy Foods Company LLC	Vendor	Outstanding	\$5,395.49
16189	6/25/2024	Mccartney Produce Company, Inc.	Vendor	Outstanding	\$10,285.10
16190	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$7,743.45
16191	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$5,098.12
16192	6/26/2024	Trenton Special School District	Vendor	Reconciled	\$616.17
16193	6/28/2024	Volco	Vendor	Outstanding	\$524.69
16194	6/28/2024	Antonio Burns	Vendor	Outstanding	\$215.00
16195	6/28/2024	Kylie Coffman	Vendor	Outstanding	\$275.00
16196	6/28/2024	Layla Coffman	Vendor	Outstanding	\$260.00
16197	6/28/2024	Abigail Karnes	Vendor	Outstanding	\$252.50
16198	6/28/2024	Adelyn Karnes	Vendor	Outstanding	\$250.00
16199	6/28/2024	Dana Malone	Vendor	Outstanding	\$344.00
16200	6/28/2024	Brandy Rocha	Vendor	Outstanding	\$260.00
16201	6/28/2024	Mika Vowell	Vendor	Outstanding	\$200.00
16202	6/28/2024	William Weaver	Vendor	Outstanding	\$252.50
16203	6/28/2024	Taliah Webb	Vendor	Outstanding	\$222.50

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

Account Number: 0100033708

Number Date Description Check Type Status

Totals for Vendor

Number of Checks: 109
Total Checks: \$276,956.65
Reconciled Checks: \$128,478.08
Outstanding Checks: \$148,478.57
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
GL Account: 143- -11130

Account Number: 0100033708

Totals for 143- -11130

Number of Checks: 109
Total Checks: \$276,956.65
Reconciled Checks: \$128,478.08
Outstanding Checks: \$148,478.57
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	
54704	6/6/2024	Ace Building Center	Vendor	Reconciled	\$345.15
54705	6/6/2024	AT & T	Vendor	Reconciled	\$24.26
54706	6/6/2024	Design Irrigation	Vendor	Reconciled	\$2,614.35
54707	6/6/2024	Ena Services, Llc	Vendor	Reconciled	\$3,696.51
54708	6/6/2024	Food Rite	Vendor	Reconciled	\$16.88
54709	6/6/2024	Gibson Farmers Co-Op	Vendor	Reconciled	\$15,495.65
54710	6/6/2024	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$25.08
54711	6/6/2024	Industrial Applications	Vendor	Reconciled	\$33,182.00
54712	6/6/2024	Invicta PCS LLC	Vendor	Reconciled	\$4,140.00
54713	6/6/2024	Ladd's - A US Golf Car Company	Vendor	Reconciled	\$11,375.00
54714	6/6/2024	LeBonheur Pediatric Specialists - School Based The	Vendor	Outstanding	\$3,226.97
54715	6/6/2024	Michele Elliott	Vendor	Reconciled	\$37.15
54716	6/6/2024	National Filter Solutions	Vendor	Reconciled	\$2,396.51
54717	6/6/2024	Paul Pillow	Vendor	Reconciled	\$37.15
54718	6/6/2024	Peabody High School	Vendor	Outstanding	\$8,971.52
54719	6/6/2024	Premiere Speakers Bureau	Vendor	Reconciled	\$6,250.00
54720	6/6/2024	Rasberry Tire	Vendor	Reconciled	\$422.84
54721	6/6/2024	TASL	Vendor	Reconciled	\$245.00
54722	6/6/2024	Temple Landscaping, LLC	Vendor	Reconciled	\$4,316.00
54723	6/6/2024	Tn Tractor, Llc	Vendor	Reconciled	\$164.61
54724	6/6/2024	Trenton Floor Center	Vendor	Reconciled	\$19.04
54725	6/6/2024	Trenton Gazette	Vendor	Reconciled	\$210.00
54726	6/6/2024	Trenton Industrial Laundry	Vendor	Reconciled	\$218.55
54727	6/6/2024	Trenton Light & Water Depts.	Vendor	Reconciled	\$34,078.52
54728	6/6/2024	Trenton Rosenwald Middle School	Vendor	Reconciled	\$3,337.79
54729	6/6/2024	Trenton Special School District	Vendor	Reconciled	\$3,192.89
54730	6/6/2024	Wells Fargo Financial Leasing, Inc.	Vendor	Reconciled	\$254.17

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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	
54731	6/11/2024	Lowrance Sound Company, Inc.	Vendor	Reconciled	\$14,966.21
54732	6/11/2024	Ace Building Center	Vendor	Reconciled	\$185.94
54733	6/11/2024	Airgas USA, LLC	Vendor	Reconciled	\$149.93
54734	6/11/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	\$38.99
54735	6/11/2024	AT & T	Vendor	Reconciled	\$421.47
54736	6/11/2024	Sonya Campbell	Vendor	Outstanding	\$186.15
54737	6/11/2024	Sunni Cope	Vendor	Outstanding	\$149.00
54738	6/11/2024	Rickey Hooker	Vendor	Reconciled	\$575.23
54739	6/11/2024	Jill Bibb	Vendor	Outstanding	\$149.00
54740	6/11/2024	LTC Language Solutions	Vendor	Reconciled	\$3.00
54741	6/11/2024	Natalie Timbes	Vendor	Outstanding	\$37.15
54742	6/11/2024	Premier Family Medicine	Vendor	Reconciled	\$250.00
54743	6/11/2024	Andrea Staser	Vendor	Outstanding	\$149.00
54744	6/11/2024	Trenton Rosenwald Middle School	Vendor	Reconciled	\$2,318.81
54745	6/11/2024	Volunteer Technology Systems, Llc	Vendor	Reconciled	\$600.50
54746	6/11/2024	Robert Webber	Vendor	Outstanding	\$37.15
54747	6/12/2024	Guy Farms	Vendor	Reconciled	\$3,500.00
54748	6/12/2024	Amazon Capital Services, Inc.	Vendor	Reconciled	\$419.40
54749	6/12/2024	Cdw Government, Inc	Vendor	Reconciled	\$478.00
54750	6/12/2024	Cooks' Pest Control, Inc	Vendor	Reconciled	\$450.00
54751	6/12/2024	Tim Haney	Vendor	Reconciled	\$383.30
54752	6/12/2024	Quill Corporation	Vendor	Reconciled	\$246.52
54753	6/12/2024	Tennessee Book Company LLC	Vendor	Reconciled	\$585.00
54754	6/12/2024	Trenton Special School District	Vendor	Reconciled	\$133.00
54755	6/13/2024	Gibson Co Utility Dist	Vendor	Reconciled	\$4,045.53
54756	6/17/2024	AFLAC	Vendor	Outstanding	\$250.40
54757	6/17/2024	American Cancer Society	Vendor	Outstanding	\$30.50
54758	6/17/2024	Centennial Bank	Vendor	Reconciled	\$537,406.79

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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	
54759	6/17/2024	Gibson Co Imagination Library	Vendor	Reconciled	\$151.72
54760	6/17/2024	Gibson County General Sessions	Vendor	Reconciled	\$46.78
54761	6/17/2024	HORACE MANN INSURANCE COMPANY	Vendor	Reconciled	\$601.50
54762	6/17/2024	Peabody High School	Vendor	Outstanding	\$109.81
54763	6/17/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,196.05
54764	6/17/2024	TASC	Vendor	Reconciled	\$2,928.98
54765	6/17/2024	Tn Child Support	Vendor	Reconciled	\$1,874.00
54766	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$52.50
54767	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$118,815.07
54768	6/17/2024	Trenton Special School District	Vendor	Reconciled	\$30.00
54769	6/17/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$947.85
54770	6/17/2024	TSA Consulting Group, Inc.	Vendor	Reconciled	\$5,306.82
54771	6/17/2024	Usable Life	Vendor	Reconciled	\$2,139.10
54772	6/17/2024	USABLE LIFE	Vendor	Outstanding	\$4,927.87
54773	6/17/2024	Ymca Of Memphis And The MidSouth	Vendor	Reconciled	\$792.40
54774	6/18/2024	Trenton Special School District	Vendor	Reconciled	\$5,017.12
54775	6/18/2024	Centennial Bank	Vendor	Reconciled	\$70,096.31
54776	6/19/2024	AT & T	Vendor	Outstanding	\$120.42
54777	6/19/2024	Fred J. Miller Inc.	Vendor	Outstanding	\$51,332.00
54778	6/19/2024	Gibson Connect	Vendor	Reconciled	\$209.95
54779	6/19/2024	Gibson County School District	Vendor	Outstanding	\$3,384.00
54780	6/19/2024	Gibson Farmers Co-Op	Vendor	Outstanding	\$2,704.24
54781	6/19/2024	King Construction Co	Vendor	Outstanding	\$500.00
54782	6/19/2024	Merit Group	Vendor	Outstanding	\$275.00
54783	6/19/2024	Peabody High School	Vendor	Outstanding	\$344.21
54784	6/19/2024	Perry Professional Lawn, Llc	Vendor	Outstanding	\$2,710.00
54785	6/19/2024	R J Young Company	Vendor	Outstanding	\$523.00
54786	6/19/2024	Rhonda Summers	Vendor	Outstanding	\$37.15

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	
54787	6/19/2024	TAAE	Vendor	Outstanding	\$310.00
54788	6/19/2024	Tennessee Book Company LLC	Vendor	Outstanding	\$10.00
54789	6/19/2024	Trafera, LLC	Vendor	Outstanding	\$3,585.75
54790	6/19/2024	Trenton Light & Water Depts.	Vendor	Reconciled	\$795.30
54791	6/19/2024	Trenton Special School District	Vendor	Reconciled	\$3,316.87
54792	6/19/2024	Dee Jackson	Vendor	Reconciled	\$46.90
54793	6/19/2024	Gaylord Opryland Resort	Vendor	Void	\$5,798.88
54794	6/19/2024	Ariel Hamilton	Vendor	Outstanding	\$500.00
54795	6/19/2024	Lois H Ellison	Vendor	Outstanding	\$46.90
54796	6/19/2024	Jeremy Tate	Vendor	Reconciled	\$250.00
54797	6/19/2024	Lewis West End Tire Co.	Vendor	Outstanding	\$49.95
54798	6/19/2024	Premiere Speakers Bureau	Vendor	Reconciled	\$6,250.00
54799	6/19/2024	Trenton Industrial Laundry	Vendor	Outstanding	\$87.42
54800	6/19/2024	AFLAC	Vendor	Outstanding	\$204.90
54801	6/19/2024	American Cancer Society	Vendor	Outstanding	\$30.00
54802	6/19/2024	Gibson Co Imagination Library	Vendor	Outstanding	\$132.68
54803	6/19/2024	Gibson County General Sessions	Vendor	Outstanding	\$0.09
54804	6/19/2024	HORACE MANN INSURANCE COMPANY	Vendor	Outstanding	\$601.50
54805	6/19/2024	Peabody High School	Vendor	Outstanding	\$89.81
54806	6/19/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,037.91
54807	6/19/2024	TASC	Vendor	Outstanding	\$2,026.65
54808	6/19/2024	Tn Child Support	Vendor	Outstanding	\$1,874.00
54809	6/19/2024	Trenton Special School District	Vendor	Reconciled	\$102,665.83
54810	6/19/2024	Trenton Special School District	Vendor	Outstanding	\$15.00
54811	6/19/2024	Trustmark Voluntary Benefit	Vendor	Outstanding	\$769.12
54812	6/19/2024	TSA Consulting Group, Inc.	Vendor	Outstanding	\$3,525.81
54813	6/19/2024	Usable Life	Vendor	Outstanding	\$1,561.31
54814	6/19/2024	USABLE LIFE	Vendor	Outstanding	\$4,094.30

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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	
54815	6/19/2024	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$596.00
54816	6/20/2024	Amy Allen	Vendor	Outstanding	\$37.15
54817	6/20/2024	Molly Bailey	Vendor	Outstanding	\$37.15
54818	6/20/2024	Donna Butler	Vendor	Outstanding	\$37.15
54819	6/20/2024	Nancy Rogers	Vendor	Outstanding	\$37.15
54820	6/20/2024	Superior Vision Services, Inc.	Vendor	Outstanding	\$68.12
54821	6/20/2024	Temple Landscaping, LLC	Vendor	Outstanding	\$4,316.00
54822	6/20/2024	Trenton Special School District	Vendor	Outstanding	\$8,221.59
54823	6/20/2024	Tri-City Reporter	Vendor	Outstanding	\$42.00
54824	6/20/2024	Volunteer Technology Systems, Llc	Vendor	Outstanding	\$127.20
54825	6/20/2024	Tinley L. Winn	Vendor	Outstanding	\$37.15
54826	6/25/2024	Trenton Special School District	Vendor	Reconciled	\$22,236.07
54827	6/25/2024	Trenton Special School District	Vendor	Reconciled	\$89,992.65
54828	6/25/2024	Ace Building Center	Vendor	Outstanding	\$20.37
54829	6/25/2024	AT & T	Vendor	Outstanding	\$98.21
54830	6/25/2024	Bleachers and Seats	Vendor	Outstanding	\$1,200.00
54831	6/25/2024	Cortnee Wilkes	Vendor	Outstanding	\$776.60
54832	6/25/2024	Dyersburg Glass Co	Vendor	Outstanding	\$8,273.91
54833	6/25/2024	Food Rite	Vendor	Outstanding	\$39.59
54834	6/25/2024	Gibson Co Utility Dist	Vendor	Outstanding	\$1,645.22
54835	6/25/2024	Greg Vinson	Vendor	Outstanding	\$355.50
54836	6/25/2024	Johnson Controls Fire Protection LP	Vendor	Outstanding	\$4,308.36
54837	6/25/2024	Natalie Timbes	Vendor	Outstanding	\$576.60
54838	6/25/2024	Roberts Toyota	Vendor	Outstanding	\$42,624.00
54839	6/25/2024	Trane Parts Center	Vendor	Outstanding	\$24,316.06
54840	6/25/2024	Trenton Rotary Club	Vendor	Outstanding	\$133.00
54841	6/25/2024	Robert Webber	Vendor	Outstanding	\$355.50
54842	6/25/2024	Words For Life Speech	Vendor	Outstanding	\$2,241.00

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Bank Account Check Listing By Date

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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	
54843	6/25/2024	Tacara Coleman	Vendor	Outstanding	\$160.00
54844	6/25/2024	Myranique Ganaway	Vendor	Outstanding	\$500.00
54845	6/25/2024	Bradley Roberts	Vendor	Outstanding	\$80.00
54846	6/26/2024	Centennial Bank	Vendor	Reconciled	\$64,120.75
54847	6/27/2024	Trenton Special School District	Vendor	Reconciled	\$247,220.78
54848	6/27/2024	Ace Building Center	Vendor	Outstanding	\$23.94
54849	6/27/2024	Gibson's Grill	Vendor	Outstanding	\$221.00
54850	6/28/2024	AT & T	Vendor	Outstanding	\$69.43
54851	6/28/2024	Rachel C. Abbott	Vendor	Outstanding	\$37.15
54852	6/28/2024	Trenton Light & Water Depts.	Vendor	Outstanding	\$4,407.63
54853	6/30/2024	AT & T	Vendor	Outstanding	\$70.53
54854	6/30/2024	Verizon	Vendor	Outstanding	\$879.14
54855	6/30/2024	Wells Fargo Financial Leasing, Inc.	Vendor	Outstanding	\$254.17

Totals for Vendor

Number of Checks:	152
Total Checks:	\$1,654,084.11
Reconciled Checks:	\$1,438,210.12
Outstanding Checks:	\$210,075.11
Void Checks:	\$5,798.88

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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: 152
Total Checks: \$1,654,084.11
Reconciled Checks: \$1,438,210.12
Outstanding Checks: \$210,075.11
Void Checks: \$5,798.88

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Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

Grand Totals

Number of Checks:	506
Total Checks:	\$2,363,965.46
Reconciled Checks:	\$1,802,441.58
Outstanding Checks:	\$456,081.21
Void Checks:	\$105,442.67

Run Date: 7/8/2024 2:55:30PM

Peabody High School

Balance Sheet Report
Through 06/30/2024

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	24,583.55	170,327.34	0.00	194,910.89
Total Assets		\$24,583.55	\$170,327.34	\$0.00	\$194,910.89
Liabilities					
91	General fund balance	-28,444.58	0.00	0.00	-28,444.58
Total Liabilities		-\$28,444.58	\$0.00	\$0.00	-\$28,444.58
Revenues					
300	Start-up Change	-120,220.00	0.00	0.00	-120,220.00
304.3	Pepsi Machine	-4,400.00	0.00	0.00	-4,400.00
304.4	Graham Snack Foods	-5,572.80	0.00	0.00	-5,572.80
307	Donations	-629.93	0.00	0.00	-629.93
321	Board Allocations	-14,405.47	0.00	0.00	-14,405.47
333	Safety & Security	-970.00	0.00	0.00	-970.00
355	Student Incentive	-5,374.50	0.00	0.00	-5,374.50
Total Revenues		-\$151,572.70	\$0.00	\$0.00	-\$151,572.70
Expenditures					
400	Start-up Change	120,220.00	0.00	0.00	120,220.00
411	Admin Supplies & Materials	3,289.74	0.00	0.00	3,289.74
420	Other Admin Expenditures	3,746.82	0.00	0.00	3,746.82
421	Instructional Supplies & Materials	4,256.74	0.00	0.00	4,256.74
426	Copy Machine	7,492.17	0.00	0.00	7,492.17
433	Safety & Security	400.82	0.00	0.00	400.82
452	Postage	660.00	0.00	0.00	660.00
455	Student Incentive	1,829.41	0.00	0.00	1,829.41
459	Other Expenditures	13,538.03	0.00	0.00	13,538.03
Total Expenditures		\$155,433.73	\$0.00	\$0.00	\$155,433.73
Restricted Accounts					
601	All Athletics	0.00	-23,412.00	0.00	-23,412.00
701	Class of 2024	0.00	-9,076.74	0.00	-9,076.74
704	Class of 2027	0.00	-36.83	0.00	-36.83
801	Beta Club	0.00	-2,551.18	0.00	-2,551.18
802	FFA Club	0.00	-6,794.12	0.00	-6,794.12
803	Speech & Debate Club	0.00	-1,776.78	0.00	-1,776.78
813	History Club	0.00	-1,065.77	0.00	-1,065.77
814	Pep Club	0.00	-167.34	0.00	-167.34
821	Junior Rotary	0.00	-744.17	0.00	-744.17
822	HOSA	0.00	-36.87	0.00	-36.87
825	Girls & Boys State	0.00	-30,973.74	0.00	-30,973.74
827	Peabody Pals	0.00	-487.14	0.00	-487.14
828	STEM Club	0.00	-1,648.16	0.00	-1,648.16
829	21 Plus Club	0.00	-2,234.38	0.00	-2,234.38
831	Peabody Rock Ensemble	0.00	-662.82	0.00	-662.82
832	AP - Advance Placement	0.00	-1,775.55	0.00	-1,775.55
833	SAT Exam	0.00	-15.00	0.00	-15.00
834	Peabody Perk	0.00	-6,040.59	0.00	-6,040.59
840	Prom	0.00	-4,269.82	0.00	-4,269.82
841	Graduation	0.00	-442.13	0.00	-442.13
842	Benevolence	0.00	0.00	0.00	0.00

Peabody High School

Run Date: 7/8/2024 2:55:30PM

Balance Sheet Report
Through 06/30/2024

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
901	Library	0.00	-61.89	0.00	-61.89
902	Cheerleaders	0.00	-8,097.89	0.00	-8,097.89
903	School Annuals	0.00	-1,393.01	0.00	-1,393.01
904	Band	0.00	-14,435.81	0.00	-14,435.81
906	Student Council	0.00	-1,213.68	0.00	-1,213.68
907	Art	0.00	-971.88	0.00	-971.88
908	Special Olympics	0.00	-1,694.83	0.00	-1,694.83
915	Project Inspire	0.00	-16.15	0.00	-16.15
916	Chromebook	0.00	0.00	0.00	0.00
931	Operating Account Donations	0.00	0.00	0.00	0.00
932	Football Donations	0.00	-9,096.24	0.00	-9,096.24
933	Girls Basketball Donations	0.00	-1,177.30	0.00	-1,177.30
934	Boys Basketball Donations	0.00	-976.07	0.00	-976.07
935	Baseball Donations	0.00	-1,447.85	0.00	-1,447.85
936	Golf Donations	0.00	-451.75	0.00	-451.75
938	Soccer Donations	0.00	-1,624.88	0.00	-1,624.88
939	Softball Donations	0.00	-3,405.00	0.00	-3,405.00
940	Tennis Donations	0.00	-1,626.74	0.00	-1,626.74
941	Volleyball Donations	0.00	-3,391.69	0.00	-3,391.69
942	Track & Field	0.00	-581.32	0.00	-581.32
950	Football Donation / Quarterback	0.00	-4,992.06	0.00	-4,992.06
951	Band Pit Crew	0.00	-7,955.25	0.00	-7,955.25
989	Band Uniforms	0.00	-11,504.92	0.00	-11,504.92
	Total Restricted Accounts	\$0.00	-\$170,327.34	\$0.00	-\$170,327.34
	Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Trenton Rosenwald Middle School

Run Date: 7/2/2024 2:55:42PM

Balance Sheet Report
Through 06/30/2024

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	19,440.22	74,930.63	0.00	94,370.85
21	CD#403819 - Security Bank	171.87	10,043.10	0.00	10,214.97
Total Assets		\$19,612.09	\$84,973.73	\$0.00	\$104,585.82
Liabilities					
91	General fund balance	-25,421.10	0.00	0.00	-25,421.10
Total Liabilities		\$-25,421.10	\$0.00	\$0.00	\$-25,421.10
Revenues					
298	Cookie Dough Fundraiser	-23,103.00	0.00	0.00	-23,103.00
300	House	-565.00	0.00	0.00	-565.00
304	Pictures	-1,238.86	0.00	0.00	-1,238.86
307	Start Up Money	-24,300.00	0.00	0.00	-24,300.00
318	Student Snacks	-15,030.35	0.00	0.00	-15,030.35
320	Interest	-1,115.30	0.00	0.00	-1,115.30
323	Student Incentive	-2,340.37	0.00	0.00	-2,340.37
325	Board Allocations	-14,966.42	0.00	0.00	-14,966.42
Total Revenues		\$-82,659.30	\$0.00	\$0.00	\$-82,659.30
Expenditures					
299	Cookie Dough Fundraiser	14,091.20	0.00	0.00	14,091.20
411	Start Up Money	24,850.00	0.00	0.00	24,850.00
412	Office Supplies	5,158.80	0.00	0.00	5,158.80
413	PBIS -ROAR STORE	8,341.55	0.00	0.00	8,341.55
414	Equipment & Repairs	9,810.25	0.00	0.00	9,810.25
419	Instructional Supplies	7,352.90	0.00	0.00	7,352.90
420	House	540.00	0.00	0.00	540.00
498	Student Snacks	7,988.33	0.00	0.00	7,988.33
500	Miscellaneous	4,842.30	0.00	0.00	4,842.30
556	Student Incentive	5,492.98	0.00	0.00	5,492.98
Total Expenditures		\$88,468.31	\$0.00	\$0.00	\$88,468.31
Restricted Accounts					
510	Student Council	0.00	-1,107.94	0.00	-1,107.94
511	Athletic Concessions	0.00	-0.07	0.00	-0.07
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	-2,993.74	0.00	-2,993.74
610	Library	0.00	-836.64	0.00	-836.64
611	Accelerated Reader	0.00	-1,661.19	0.00	-1,661.19
613	All Athletics Interest	0.00	-198.82	0.00	-198.82
614	Baseball	0.00	-1,572.14	0.00	-1,572.14
615	Basketball	0.00	-1,534.34	0.00	-1,534.34
616	Football	0.00	-21,826.01	0.00	-21,826.01
617	Soccer	0.00	-10,583.44	0.00	-10,583.44
618	Softball	0.00	-6,278.42	0.00	-6,278.42
619	Volleyball	0.00	-3,283.87	0.00	-3,283.87
800	Coding Grant	0.00	-1,500.00	0.00	-1,500.00
801	Beta Club	0.00	-1,822.98	0.00	-1,822.98

Trenton Rosenwald Middle School

Run Date: 7/2/2024 2:55:42PM

Report Name: aaBalanceSheet.rpt

Balance Sheet Report
Through 06/30/2024

		General	Restricted	Food Service	Total
802	STEM	0.00	-47.06	0.00	-47.06
803	Special Population	0.00	-252.38	0.00	-252.38
904	Band	0.00	-17,084.45	0.00	-17,084.45
905	Leigh Boyce Memorial Fund	0.00	0.00	0.00	0.00
906	Annual	0.00	-3,974.55	0.00	-3,974.55
909	Leigh Boyce Scholarship Fund	0.00	-7,220.20	0.00	-7,220.20
Total Restricted Accounts		\$0.00	\$-84,973.73	\$0.00	\$-84,973.73
Grand Totals :		\$0.00	\$0.00	\$0.00	\$0.00

Trenton Elementary School

Balance Sheet Report
Through 06/30/2024

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	66,808.19	31,962.72	0.00	98,770.91
Total Assets		\$66,808.19	\$31,962.72	\$0.00	\$98,770.91
Liabilities					
91	General fund balance	-54,761.38	0.00	0.00	-54,761.38
Total Liabilities		-\$54,761.38	\$0.00	\$0.00	-\$54,761.38
Revenues					
302	Gate receipts	0.00	0.00	0.00	0.00
304	Pictures	-13,223.00	0.00	0.00	-13,223.00
304.5	PreK Graduation Pictures	-950.00	0.00	0.00	-950.00
306	Fundraising	-55,816.00	0.00	0.00	-55,816.00
312	Office Supplies	0.00	0.00	0.00	0.00
313	Instructional Supplies	-94.11	0.00	0.00	-94.11
318	General Supplies	-20.00	0.00	0.00	-20.00
320	Interest	-590.73	0.00	0.00	-590.73
321	Board Allocations	-8,157.04	0.00	0.00	-8,157.04
325	Donations	0.00	0.00	0.00	0.00
Total Revenues		-\$78,850.88	\$0.00	\$0.00	-\$78,850.88
Expenditures					
411	Folders	1,690.58	0.00	0.00	1,690.58
412	Office Supplies	1,702.80	0.00	0.00	1,702.80
418	General Supplies	225.28	0.00	0.00	225.28
420	Trip Expense	119.99	0.00	0.00	119.99
421	Instructional Supplies	1,898.99	0.00	0.00	1,898.99
429	Copy Machines	6,720.00	0.00	0.00	6,720.00
492	Pictures	10,221.10	0.00	0.00	10,221.10
496	Fundraiser	40,622.05	0.00	0.00	40,622.05
499	Miscellaneous	3,603.28	0.00	0.00	3,603.28
Total Expenditures		\$66,804.07	\$0.00	\$0.00	\$66,804.07
Restricted Accounts					
804	Library	0.00	-8,518.63	0.00	-8,518.63
806	Kindergarten	0.00	0.00	0.00	0.00
810	Fourth Grade	0.00	-21.01	0.00	-21.01
811	Fine Arts	0.00	-103.40	0.00	-103.40
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
816	Physical Education	0.00	-897.53	0.00	-897.53
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	-6,373.06	0.00	-6,373.06
822	Second Grade Field Trips	0.00	-209.50	0.00	-209.50
823	Third Grade Field Trips	0.00	-44.01	0.00	-44.01
825	Destination Imagination (DI)	0.00	-404.03	0.00	-404.03
826	Student Rewards	0.00	-5,644.80	0.00	-5,644.80
827	Basketball	0.00	-991.10	0.00	-991.10
829	Do Right	0.00	-6,497.34	0.00	-6,497.34
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
Total Restricted Accounts		\$0.00	-\$31,962.72	\$0.00	-\$31,962.72

Trenton Elementary School

Balance Sheet Report
Through 06/30/2024

	<u>General</u>	<u>Restricted</u>	<u>Food Service</u>	<u>Total</u>
Grand Totals :	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall prepare a list of unusable items for board approval.¹ The list shall contain
2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
5 information website in accordance with state law.³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.⁵

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶**

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
16 program or for other activities currently or previously supported by a federal agency, disposition of the
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
23 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. [TCA 49-6-2006\(b\)\(3\)](#); [TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 10/02/19
		Rescinds: 2.403	Issued: 10/02/07

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall contain
2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
7 and the Board Chair shall agree in written form that the property is of no value or is of less value than
8 five hundred dollars (\$500).²

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
10 Board shall approve other methods of disposal.³

11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
12 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

14 When equipment that was purchased with federal dollars is no longer needed for the original project or
15 program or for other activities currently or previously supported by a federal agency, disposition of the
16 equipment shall be made as follows:

- 17 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
18 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
19
20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
21 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
22 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date:
		Rescinds:	Issued:

1 All purchases of supplies, materials, equipment, and contractual services in excess of \$25,000, including
2 those of individual schools, shall be based on competitive bids.¹ These bids shall be solicited by
3 advertisement in a newspaper of general circulation within the school district and by publication on a
4 news and information website in accordance with state law.² The purchasing agent shall advertise for
5 bids and receive quotations. The advertisement may be waived by the purchasing agent in an
6 emergency.³

7 All purchases of \$25,000 or less, including those of individual schools, may be made in the open market
8 without newspaper notice but shall, whenever possible, be based on at least three (3) competitive bids.³

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
10 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons
11 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
12 opening of bids. Any bid received after the time and date specified shall not be considered.

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

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

16 **EXEMPTIONS FROM COMPETITIVE BIDDING**

17 Contracts for legal services, educational consultants, services from an insurance producer, and similar
18 services by professional persons or groups of high ethical standards shall not be based upon
19 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

20 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
21 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
22 documented quotes shall be obtained.⁶

Legal References

1. [TCA 49-2-203\(a\)\(3\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
2. [Public Acts of 2024, Chapter No. 793](#)
3. [TCA 49-2-203\(a\)\(3\)\(A\)-\(B\); TCA 49-2-206\(b\)\(2\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
4. [TCA 49-2-203\(a\)\(3\)\(D\)\(i\)\(c\)](#)
5. [TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407](#)
6. [Public Acts of 2024, Chapter No. 661](#)

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 10/12/21
		Rescinds: 2.806	Issued: 06/04/13

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

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

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

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

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

16 EXEMPTIONS FROM COMPETITIVE BIDDING

17 Contracts for legal services, educational consultants, and similar services by professional persons or
18 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
19 basis of recognized competence and integrity.⁴

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

Legal References

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

Cross References

- Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Click here to choose a school board.

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

1 *General*

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

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

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

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

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

1 AED DRILLS⁶

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 FLU⁷

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 DRILLS⁸

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

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(c\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Trenton Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/25/23
		Rescinds: 3.202	Issued: 09/06/22

1 *General*

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

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

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 **ANNUAL DRILLS⁴**

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

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

1 AED DRILLS⁵

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

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

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

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

11 REMOTE LEARNING DRILLS⁷

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

Legal References

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

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

1 *General*¹

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

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

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

14 The principal shall immediately call law enforcement officials and the Director of Schools in cases
15 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
16 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
17 violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press
18 charges. The Director of Schools shall report all signing of such complaints to the Board.

19 **AFTER SCHOOL HOURS**

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

22 **LAW ENFORCEMENT SERVICES**¹

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

30 **CYBERSECURITY⁶**

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

Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. [TCA 49-6-805\(9\)](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 07/25/23
		Rescinds: 3.205	Issued: 04/04/23

1 *General*¹

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

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

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

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

19 **AFTER SCHOOL HOURS**

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

22 **LAW ENFORCEMENT SERVICES**¹

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.

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

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

26 **CYBERSECURITY**⁵

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

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)

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

Click here to choose a school board.

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds:	Issued:

1 *General*

2 School buses shall be maintained and operated in accordance with state law and in accordance with the
3 specifications developed by the Department of Education and approved by the Department of Safety.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.³

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, shall be reported to the Transportation Supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁴

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁵

24 **TRANSPORTATION SUPERVISOR⁶**

25 The Director of Schools shall appoint a Transportation Supervisor for the district. He/she shall be
26 responsible for the monitoring and oversight of the transportation services for the district.

27 The Transportation Supervisor shall complete a student transportation management training program
28 upon appointment. Every year, the Transportation Supervisor shall complete a minimum of four (4)
29 hours of training annually.

1 The Director of Schools shall ensure that training is completed and provide the Department of
2 Education with appropriate documentation.

3 **COMPLAINT PROCESS⁷**

4 The following procedure will govern how students, teachers, staff, and community members shall
5 submit bus safety complaints:

- 6 1. All complaints shall be submitted to the Transportation Supervisor; and
7
- 8 2. Forms may be submitted in person, via phone, mail, or email.
 - 9 a. Written complaints shall be submitted on forms located on the district's website. In the
10 case of a complaint received via phone, the person receiving the phone call shall be
11 responsible for filling out the form and submitting it to the Transportation Supervisor.

12 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-
13 four (24) hours of receipt.

14 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall
15 submit a preliminary report to the Director of Schools. This report shall include:

- 16 1. The time and date the complaint was received;
17
- 18 2. The name of the bus driver;
19
- 20 3. A copy or summary of the complaint; and
21
- 22 4. Any prior complaints or disciplinary actions taken against the driver.

23 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
24 submit a final written report to the Director of Schools that details the investigation's findings as well
25 as the action taken in response to the complaint.

26 An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students.
27 This information shall be made available in the student handbook.

28 **RECORDKEEPING⁸**

29 The Transportation Supervisor shall be responsible for the collection and maintenance of the following
30 records:

- 31 1. Bus maintenance and inspections forms;
32
- 33 2. Bus driver credentials, including required background checks, health records, and performance
34 reviews;
35
- 36 3. Driver training records; and
37

- 1 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Trenton Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 10/10/17
		Rescinds: 3.400	Issued: 07/13/99

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR³**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of
19 education with appropriate documentation.

20 **COMPLAINT PROCESS⁴**

21 The following procedure will govern how students, teachers, staff, and community members shall
22 submit bus safety complaints:

23 1. All complaints shall be submitted to the transportation supervisor; and

24
25 2. Forms may be submitted in person, via phone, mail, or email.

26 a. Written complaints shall be submitted on forms located on the district's website. In the
27 case of a complaint received via phone, the person receiving the phone call shall be
28 responsible for filling out the form and submitting it to the transportation supervisor.

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
4 submit a preliminary report to the director of schools. This report shall include:

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
13 submit a final written report to the director of schools that details the investigation's findings as well as
14 the action taken in response to the complaint.

15 **RECORDKEEPING⁵**

16 The transportation supervisor shall be responsible for the collection and maintenance of the following
17 records:

- 18 1. Bus maintenance and inspections forms;
- 19
- 20 2. Bus driver credentials, including required background checks, health records, and performance
21 reviews;
- 22
- 23 3. Driver training records; and
- 24
- 25 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
8 class size may be extended, but the class size and average must not exceed those for general education
9 classes in grades seven through twelve (7-12).²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 12/03/19
		Rescinds: 4.201	Issued: 05/03/16

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
7 class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
9 may grant a waiver from the maximum class sizes.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

[Click here to choose a school board.](#)

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

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

7 **FAMILY LIFE INSTRUCTION**

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

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

- 1
2 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and
3
4 10. Include the presentation of a high-quality, computer-generated animation or high-definition
5 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
6 and other vital organs in early fetal development per state academic standards.³

7 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten
8 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
9 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human
10 trafficking of children.⁴

11 The family life education program shall be reviewed annually to ensure that the prohibited items of
12 instruction, as provided for in state law,⁵ are not included in the curriculum.

13 **TRAINING ON INSTRUCTION**

14 Personnel providing family life instruction shall receive training prior to presenting such instruction.
15 Personnel shall conduct such instruction with maturity and discretion.

16 **REPORTING²**

17 At the beginning of each school year, the Director of Schools shall provide the contact information to
18 the Department of Children's Services of each employee or trained professional providing instruction
19 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director
20 shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 District technology staff are tasked with overseeing the implementation of AI programs. These staff
7 members will review artificial intelligence programs to ensure compliance with district policies as well
8 as state and federal student data privacy laws and present recommendations to the Director of Schools
9 for approval. Any approved programs shall be accessible to all students.

10 Employees shall not place personally identifiable information, financial information, intellectual
11 property, or other confidential information into an AI system.

12 The Director of Schools shall incorporate training programs on AI into professional development for
13 district staff. This training shall focus on responsible use of AI and best practices for use in school
14 settings and include instruction regarding personally identifiable information and the need to comply
15 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
16 properly storing any data that is collected by the district in compliance with state and federal law.

17 **STAFF USE**

18 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
19 communications, notes, images, and the development of content for instructional or administrative
20 purposes, as well as analyzing data and information. The following requirements shall be adhered to
21 when using AI in the completion of work:

22 1. Employees shall disclose their use of a generative AI tool if failure to do so would:

- 23 a. Violate the terms of the use of the AI tool;
24 b. Would mislead a supervisor or others as to the nature of the work; or
25 c. Would be inconsistent with the teacher code of ethic;²

26

27 2. Employees shall take all reasonable precautions to ensure the security of private student data
28 when utilizing AI programs;

29

1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
2 order to reduce the risk of errors and inaccuracies;

3
4 4. Outputs shall not be incorporated into proprietary content or works; and
5

6 **STUDENT USE**

7 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
8 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
9 ensure students are provided with appropriate instruction on the responsible use of AI.

10 **ACADEMIC INTEGRITY**

11 Students shall be instructed on responsible use standards including but not limited to the following:

12 1. Effective use of generative AI;

13
14 2. When it is appropriate to use AI in assignments;

15
16 3. How to determine whether AI responses are accurate;

17
18 4. Users assume responsibility for incorporating AI content responsibly; and

19
20 5. The difference between cheating and seeking support.

21 **NOTICE TO PARENTS**

22 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
23 the district. An approved list of AI programs will be provided by posting on the website.

24 **REPORTING**

25 The Director of Schools shall submit a report to the Board of Education each June on how this policy
26 will be enforced in the upcoming school year. The Board shall approve the report and the Director
27 shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

[Click here to choose a school board.](#)

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

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

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

5 **SEVERE WEATHER⁴**

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

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

13 **PROHIBITION AGAINST HAZING**

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

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 18 guidelines. If a school is not a member with these organizations, home school students that are zoned
 19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 20 students.

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 *et seq.*](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 04/04/23
		Rescinds: 4.301	Issued: 05/03/16

1 *General*

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

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

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

5 **SEVERE WEATHER⁴**

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

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

13 **PROHIBITION AGAINST HAZING**

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

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

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

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

1 *General*

2 The librarian shall be responsible for library collection development. He/she shall post the list of library
3 materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to
4 the purchase of new materials, librarians shall review the age and maturity level along with the reading
5 level of the selected items for suitability. ¹ A list of new materials shall be reviewed by the librarian.

6 The librarian shall be responsible for periodically reviewing the district's library collection in line with
7 the standards established below. Any materials found to be out of alignment with the standards shall be
8 removed, and this action shall be documented in writing and presented to the Director of Schools and
9 the Board.

10 **STANDARDS²**

11 The library collection shall adhere to the following criteria:

- 12 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 13
- 14 2. Materials shall be appropriate for the age and maturity levels of the students who may access
15 them. The determining factor will be based on an assessment of any mature themes or content
16 (i.e., violence, sexual content, vulgar language, substance abuse);
- 17
- 18 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 19
- 20 4. The collection as a whole shall offer a variety of viewpoints.

21 Any materials that meet the following criteria shall be removed and excluded from the district's library
22 collection:

- 23 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
24 violence, or sadomasochistic abuse as defined in state law³;
- 25
- 26 2. Are patently offensive as defined in state law; or
- 27
- 28 3. Appeal to the prurient interest as defined in state law.

29 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

30 **COMPLAINTS⁴**

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

- 3 1. Inform the complainant of the selection procedures and make no commitments.
- 4
- 5 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 6
- 7 3. Inform the principal (and other appropriate personnel).
- 8
- 9 4. Keep challenged materials available for use during the reconsideration process.

10 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
11 may request review of the challenged materials by an ad hoc materials review committee within thirty
12 (30) days. If the principal appoints a review committee, it should include certified library media
13 personnel, representatives from classroom teachers, and one or more parents.

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

- 15 1. Read, view, or listen to the contested material in its entirety;
- 16
- 17 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 18
- 19 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
20 students who have access to the materials and whether the material is suitable for, and
21 consistent with, the educational mission of the school; and
- 22
- 23 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
24 material for its strength and value.

25 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
26 assess the findings along with the recommendation of the principal and present a recommendation to
27 the Board.

28 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
29 the material to determine whether it is appropriate for the age and maturity levels of the students who
30 have access to the materials and whether the material is suitable for, and consistent with, the
31 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
32 the decision within sixty (60) days from which the feedback was received.

33 **REMOVAL OF LIBRARY MATERIALS**

34 If it is determined that the material is not appropriate for the age and maturity levels of the students
35 who have access to them or is not suitable for, and consistent with, the educational mission of the
36 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 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/25/23
		Rescinds: 4.403	Issued: 09/06/22

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.¹ 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 **COMPLAINTS²**

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

Click here to choose a school board.			
Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date:
		Rescinds:	Issued:

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

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
9 the system is implemented. These guidelines shall be communicated annually to students and
10 parent(s)/guardian(s).

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)²**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
14 by the State Board of Education. Using the uniform grading system, students’ grades shall be reported
15 for the purposes of application for post-secondary financial assistance administered by the Tennessee
16 Student Assistance Corporation.

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

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

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

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

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned– four (4) percentage
29 points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
2 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

3 **LOTTERY SCHOLARSHIPS³**

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

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

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

12 **LOTTERY SCHOLARSHIP DAY**

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

Legal References

1. [TCA 49-2-203\(b\)\(16\)](#); [TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02](#); [State Board of Education Policy 3.301](#); [TCA 49-6-407](#)
3. [TCA 49-4-904](#), [905](#), [907](#)
4. [TCA 49-4-932\(f\)](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 09/06/22
		Rescinds: 4.600	Issued: 10/10/17

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

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
9 the system is implemented.² These guidelines shall be communicated annually to students and
10 parent(s)/guardian(s).¹

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

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

13 Schools teaching grades Kindergarten (K) through twelve (12) shall use the uniform grading system
14 established by the State Board of Education. Using the uniform grading system, students' grades shall
15 be reported for the purposes of application for post-secondary financial assistance administered by the
16 Tennessee Student Assistance Corporation.

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

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

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

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

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment
29 Courses – four (4) percentage points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
2 International Baccalaureate Courses – five (5) percentage points.

3 **LOTTERY SCHOLARSHIPS³**

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

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

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

12 **LOTTERY SCHOLARSHIP DAY**

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

Legal References

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

Cross References

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

Click here to choose a school board.

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released; or
- 29

30 **VOLUNTARY RETENTION**

1 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
2 his/her student in the current grade level if:

3 1. The student has a documented academic or behavioral delay; and

4
5 2. The parent/guardian believes that retention may benefit the student.⁵

6 **PROMOTION PLANS⁶**

7 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
8 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
9 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
10 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
11 counselor, or other appropriate school personnel.

12 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
13 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
14 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
15 will include additional requirements for promoting students in these grades. A copy of the plan will be
16 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
17 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
18 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
19 promotion plan.

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁷

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁸

30 **RETENTION⁷**

31 A student may be retained when such retention is in the best interests of the student or when retention
32 is required per additional requirements for students in third and fourth grade.

33 *Decision of Retention – General⁹*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
36 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
37 development. The plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring;
- 6
- 7 4. Modification to the student’s classroom assignment to ensure the student receives
- 8 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 9 4) or significantly above expectations (level 5); or
- 10
- 11 5. Attendance or truancy interventions.

12 A student shall not be retained more than once in any grade. The progress of students who are retained
13 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
14 school year in which the student is retained. The Director of Schools shall develop procedures to
15 ensure appropriate recordkeeping of students who are retained.

16 *Decision of Retention – Third Grade*¹⁰

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
19 (ELA) based on the student’s most recent TCAP test.

20 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student’s most recent TCAP test may be promoted if:
 - 23
 - 24 a. The student is an English language learner and has received less than two (2) full years
25 of ELA instruction;
 - 26 b. The student was previously retained in grades K-3;
 - 27 c. The student is retested before the next school year and scores proficient in ELA;
 - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a
29 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
30 test at the end of the camp;
 - 31 e. The student receives tutoring for the entirety of the next school year in accordance with
32 state law; or
 - 33 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
34 ELA standards by scoring within the fiftieth percentile on the most recently
35 administered state-provided benchmark assessment and the district provides tutoring
36 services to the student during the entire fourth grade school year and notifies the
37 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
38 programming.
 - 39
- 40 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
41 the student’s most recent TCAP test may be promoted if:
42

- 1 a. The student is an English language learner and has received less than two (2) full years
- 2 of ELA instruction;
- 3 b. The student was previously retained in grades K-3;
- 4 c. The student is retested before the next school year and scores proficient in ELA; or
- 5 d. The student attends a learning loss bridge camp before the next school year, maintains a
- 6 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
- 7 school year in accordance with state law.

8 *Decision of Retention – Fourth Grade*¹⁰

9 Students in the following categories may be promoted to fifth grade if they demonstrate adequate
10 growth on the fourth-grade ELA portion of the TCAP test:

- 11 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
- 12 fourth-grade school year; and
- 13
- 14 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
- 15 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
- 16 fourth grade school year.

17 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
18 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 19 1. The student's principal shall convene a conference consisting of the following parties: the
- 20 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
- 21
- 22 2. The conference shall review the student's fourth grade ELA performance to determine if the
- 23 student should be promoted to fifth grade.
- 24
- 25 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
- 26 following:
- 27 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
- 28 the student's fifth-grade year; or
- 29 b. The student will be retained in fourth grade. A student shall not be retained more than
- 30 once in fourth grade.

31 *Decision of Retention – Students with Disabilities*¹¹

32 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
33 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
34 TCAP was due to the student's disability. The school district shall not retain a student with a disability
35 or a suspected disability that impacts their ability to read.

36 **APPEALS**^{8,12}

37 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
38 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
39 made to a committee appointed by the principal within 5 days. The student and his/her

- 1 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 2 the opportunity to address the committee. The committee shall conduct a hearing within 5 days to
 3 determine if the student will be promoted and issue such decision within 5 days. Upon notification of
 4 the committee decision, the principal shall send written notification to the Director of Schools/designee
 5 and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal
 6 such action within 5 days to the Director of Schools/designee.
- 7 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 8 decision shall be issued within 5 days.
- 9 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 10 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 11 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 12 The action of the Board shall be final.
- 13 For students where retention is required per the additional requirements for students in third and fourth
 14 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³

 Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(c\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

 Cross References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600

Trenton Special Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 12/05/23
		Rescinds: 4.603	Issued: 02/09/21

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment; or
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released.

29 **PROMOTION PLANS⁵**

30 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
31 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student

1 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
2 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
3 counselor, or other appropriate school personnel.

4 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
5 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
6 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
7 will include additional requirements for promoting students in these grades. A copy of the plan will be
8 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
9 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
10 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
11 promotion plan.

12 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
13 promoted to the next grade level unless retention is required per additional requirements for students in
14 third and fourth grade.⁶

15 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
16 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
17 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
18 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
19 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
20 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
21 year.⁷

22 **RETENTION⁶**

23 A student may be retained when such retention is in the best interests of the student or when retention
24 is required per additional requirements for students in third and fourth grade.

25 *Decision of Retention – General⁸*

26 If a student is retained, the Director of Schools/designee shall develop an individualized academic
27 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
28 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
29 development. The plan shall include at least one of the following strategies:

- 30 1. Adjustment to the current instructional strategies or materials;
- 31
- 32 2. Additional instructional time;
- 33
- 34 3. Individual tutoring;
- 35
- 36 4. Modification to the student's classroom assignment to ensure the student receives
37 instruction from a teacher with a level of overall effectiveness of above expectations (level
38 4) or significantly above expectations (level 5); or
- 39

1 5. Attendance or truancy interventions.

2 A student shall not be retained more than once in any grade. The progress of students who are retained
3 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
4 school year in which the student is retained. The Director of Schools shall develop procedures to
5 ensure appropriate recordkeeping of students who are retained.

6 *Decision of Retention – Third Grade⁹*

7 Third grade students shall not be promoted to the next grade unless they are determined to be
8 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
9 (ELA) based on the student’s most recent TCAP test.

10 Students who are not proficient in ELA may still be promoted if the following conditions are met:

11 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
12 portion of the student’s most recent TCAP test may be promoted if:

- 13
- 14 a. The student is an English language learner and has received less than two (2) full years
15 of ELA instruction;
 - 16 b. The student was previously retained in grades K-3;
 - 17 c. The student is retested before the next school year and scores proficient in ELA;
 - 18 d. The student attends a learning loss bridge camp before the next school year, maintains a
19 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
20 test at the end of the camp;
 - 21 e. The student receives tutoring for the entirety of the next school year in accordance with
22 state law; or
 - 23 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
24 ELA standards by scoring within the fiftieth percentile on the most recently
25 administered state-provided benchmark assessment and the district provides tutoring
26 services to the student during the entire fourth grade school year and notifies the
27 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
28 programming.

29

30 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
31 the student’s most recent TCAP test may be promoted if:

- 32
- 33 a. The student is an English language learner and has received less than two (2) full years
34 of ELA instruction;
 - 35 b. The student was previously retained in grades K-3;
 - 36 c. The student is retested before the next school year and scores proficient in ELA; or
 - 37 d. The student attends a learning loss bridge camp before the next school year, maintains a
38 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
39 school year in accordance with state law.

40 *Decision of Retention – Fourth Grade⁹*

1 Students in the following categories shall show adequate growth in the following ways before being
2 promoted to the fifth grade:

- 3 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
4 next school year in accordance with state law or because of attending a learning loss bridge
5 camp must maintain a ninety percent (90%) attendance rate; and
6
- 7 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
8 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
9 student may be promoted to fifth grade.

10 A student shall not be retained more than once in fourth grade.

11 *Decision of Retention – Students with Disabilities*¹⁰

12 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
13 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
14 TCAP was due to the student's disability. The school district shall not retain a student with a disability
15 or a suspected disability that impacts their ability to read.

16 **APPEALS**^{7,11}

17 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
18 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
19 made to a committee appointed by the principal within 5 days. The student and his/her
20 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
21 the opportunity to address the committee. The committee shall conduct a hearing within 5 days to
22 determine if the student will be promoted and issue such decision within 5 days. Upon notification of
23 the committee decision, the principal shall send written notification to the Director of Schools/designee
24 and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal
25 such action within 5 days to the Director of Schools/designee.

26 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
27 decision shall be issued within 5 days.

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

32 For students where retention is required per the additional requirements for students in third and fourth
33 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Click here to choose a school board.

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

1 *General*

2 Employees shall be notified of their right to report a physical assault to the appropriate law
3 enforcement agency.¹

4 An employee who is absent from assigned duties as a result of personal injury caused by physical
5 assault or other violent criminal acts committed in the course of the employee's employment duties
6 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
7 return to work or his/her physician determines the employee is permanently unable to return to work.

8 Hourly employees shall receive an amount representing the average number of hours the employee
9 works for the district per pay period along with their full benefits, if available, until the employee is
10 released by his/her physician to return to work or his/her physician determines the employee is
11 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
12 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

13 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
14 difference between that amount and the employee's full salary or average pay, as applicable.² The
15 district shall pay the full salary or average salary, or the difference between the employee's full salary
16 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
17 (1) year.

18 **PHYSICIAN STATEMENT**

19 A signed statement listing the cause of the absence shall be provided by the employee on forms
20 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
21 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
22 may also be required to verify the extent of the injury.³

Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)
3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in January	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;">07/25/23</h3>
		Rescinds: <h3 style="text-align: center;">5.307</h3>	Issued: <h3 style="text-align: center;">04/07/16</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 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
 4 his/her physician determines the teacher is permanently unable to return to work. If the teacher receives
 5 workers' compensation or other similar benefits, the Board shall pay the difference between that amount
 6 and the teacher's full salary.¹

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

Legal References

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

Cross References

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

Click here to choose a school board.			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked or suspended licenses or certificates according to the State Board of Education
10 shall not be hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Instructional Supervisor who will maintain file(s)
14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers that includes the annual school safety training required by
11 state law.⁷

12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
14 to, bus duty and playground supervision.

15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
20 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 09/06/22
		Rescinds: 5.701	Issued: 02/01/22

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Instructional Supervisor who will maintain file(s)
14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 COMPENSATION

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶

25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
26 the state salary schedule.¹

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 RESPONSIBILITIES

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
13 to, bus duty and playground supervision.

14 RE-EMPLOYMENT/TERMINATION

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Click here to choose a school board.			
Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **QUALIFICATIONS**

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

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

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

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

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

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

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

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

12 *Financial Management*

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

22 *Personnel Administration*

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

- 1 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
2 matters to all and receives employees' communications to be made to the Board.
- 3 7. Evaluates principals annually.
- 4 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
5 temporary teaching permit who have been suspended or dismissed, or who have resigned,
6 following allegations of conduct, including sexual misconduct, which, if substantiated, would
7 warrant consideration for license suspension, revocation, or formal reprimand or who have been
8 convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty
9 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
10 equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.²

11 *Instructional Leadership*

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

26 *Community/Public Relations*

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

- 1 4. Maintains contact and good relations with local media.
- 2 5. Ensures that the district interests will be represented in meetings and activities of municipal and
3 other governmental agencies.
- 4 6. Represents the school district and its interests in community organizations, activities, and
5 projects.

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

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

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

Legal References

1. [TCA 49-2-301](#)
2. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#);
[TCA 49-5-106\(f\)](#); [Public Acts of 2024, Chapter No. 577](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 10/11/18
		Rescinds: 5.802	Issued: 05/01/18

1 QUALIFICATIONS

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

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

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

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

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

15 ESSENTIAL FUNCTIONS

16 General Administrative

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

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

10 **Financial Management**

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

20 **Personnel Administration**

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

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators who have been suspended or
- 3 dismissed, who have resigned, following allegations of conduct, including sexual misconduct,
- 4 which, if substantiated, would warrant consideration for license suspension or revocation, or
- 5 who have been convicted of a felony. The report shall be submitted within thirty (30) days of
- 6 the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

7 **Instructional Leadership**

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

22 **Community/Public Relations**

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

1 6. Represents the school district and its interests in community organizations, activities, and
2 projects.

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

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

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

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); Public Acts of 2018, Chapter No. 935

Cross References

Executive Committee 1.301
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any student entering school for the first time shall present:

- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
4
5 2. Evidence of a current medical examination;² and
6
7 3. Evidence of state-required immunizations or exemption as authorized by state law.³

8 The name used on the records of a student entering school shall be the same as that shown on the birth
9 certificate unless evidence is presented that such name has been legally changed through a court as
10 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the
11 name used on the records of such student will be the same as that shown on documents which are
12 acceptable to the principal as proof of date of birth.⁴

13 A child whose care, custody, and support have been assigned to a resident of the district by a power of
14 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
15 filed with the central office.⁵

16 A student may transfer into the school district at any time during the year if his/her parent(s)/guardian(s)
17 moves his/her residence into the school district.

18 **ADJUDICATED DELINQUENT STUDENT⁶**

19 A principal or principal's designee may ask a parent/guardian in writing if their student has been
20 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
21 first enrolling in the school and when any such student:

- 22 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
23
24 2. Changes schools within this state.

25 This information shall be shared only with school employees who have responsibility for classroom
26 instruction of the student, the school counselor, social worker, or psychologist who is developing a
27 plan for the student while in the school, and the school resource officer. Such information is otherwise
28 confidential and shall not be released to others, and the written notification shall not become a part of
29 the student's record.⁷

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\)](#); [20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 06/07/16
		Rescinds: 6.203	Issued: 09/05/00

1 Any student entering school for the first time must present:

2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹

3 2. Evidence of a current medical examination.² There shall be a complete medical examination of
4 every student entering school for the first time; and

5 3. Evidence of state-required immunization.³

6 The name used on the records of a student entering school must be the same as that shown on the birth
7 certificate unless evidence is presented that such name has been legally changed through a court as pre-
8 scribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on
9 the records of such student will be the same as that shown on documents which are acceptable to the
10 school principal as proof of date of birth.

11 A child whose care, custody and support have been assigned to a resident of the district by a power of
12 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
13 fi led with the district office.⁴

14 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
15 guardian moves his/her residence into the school system.

16 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),
17 the parents/guardians and a school administrator of any school having previously received similar
18 notice from the juvenile court or another source, shall provide to the school principal/designee, the
19 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when
20 any such student:

21 (1) Initially enrolls in an LEA;

22 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

23 (3) Changes schools within this state.

24 This information shall be shared only with school employees who have responsibility for classroom
25 instruction of the student and the school counselor, social worker or psychologist who is developing a
26 plan for the child while in the school, and the school resource officer. Such information is otherwise
27 confidential and shall not be released to others, and the written notification shall not become a part of
28 the student's record.⁵

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a);
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	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.¹ 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.² 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.³

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.⁴ 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 conduct³ and shall
 12 ensure that disciplinary measures are implemented in a manner that:⁵

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
 25 trauma-informed discipline practices: **Restorative practices, RTI²B, multi-tiered system of**
 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 environment⁶
- 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.⁷

21 *Examples (not an exclusive listing)⁸*

- 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**
- 29 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 30 employee of the school, or a school resource officer*
- 31 • **Aggravated assault***
- 32 • Vandalism
- 33 • Theft, possession, and/or sale of stolen property
- 34 • Arson
- 35 • Possession of unauthorized substances (e.g., any controlled substance, controlled
- 36 substance analogue, or legend drug)*
- 37 • Use or transfer of unauthorized substances
- 38 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 39 cyber-bullying, and/or hazing)

- 1 • Electronic threat to cause bodily injury or death to another student or school employee

2 *Disciplinary Procedures*

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

14 *Disciplinary Options*

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

16 * Designates zero tolerance offenses.

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 2024, Chapter No. 882](#); [Public Acts of 2024, Chapter No. 915](#);
9. [Public Acts of 2024, Chapter No. 882](#)

Cross References

Security 3.205
 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: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 07/25/23
		Rescinds: 6.300	Issued: 02/09/21

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.¹ 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.² 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.³

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.⁴ 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 conduct³ and shall
12 ensure that disciplinary measures are implemented in a manner that:⁵

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: **Restorative practices, RTI²B, multi-tiered system of**
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 environment⁶
- 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.⁷

21 *Examples (not an exclusive listing)⁸*

- 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.

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

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

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

Legal References

1. [TCA 49-6-3401\(g\)](#)
2. [18 USCA § 921\(a\)\(3\); 20 USCA § 7961](#)
3. [TCA 39-17-454; TCA 53-10-101](#)
4. [TCA 39-13-102](#)
5. [TCA 39-13-101\(a\)\(1\)](#)
6. [TCA 39-16-517; TCA 49-6-3401\(g\)\(2\)\(D\); Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\); TCA 49-6-3402](#)
8. [TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961\(h\)\(1\); Public Acts of 2024, Chapter No. 882](#)

Cross References

- Threat Assessment Team 3.204
- 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: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 07/25/23
		Rescinds: 6.309	Issued: 10/11/18

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

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

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

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

Legal References

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

Cross References

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

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date:
		Rescinds:	Issued:

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any
9 school;
- 10 4. Willful or malicious damage to real or personal property of the school or the property of any
11 person attending or assigned to the school;
- 12 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun, or firearm on school property;²
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 17 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
18 obscene, or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
22 explosive or destructive device including chemical weapons on school property or at a school-
23 sponsored event, **or an invalid threat of mass violence;**⁵
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property
25 or at a school activity, including travel to and from school;

- 1 14. Assault against a school employee as defined in state law;⁶
- 2 15. Off-campus criminal behavior resulting in felony charges;
- 3 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
10 not face any disciplinary action.⁵

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
12 Schools/designee of the following:

- 13 1. Student's suspension;
- 14
- 15 2. Cause for the suspension; and
- 16
- 17 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
18 student, and the principal.

19 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
20 permitted to take such final examinations or submit such required work as necessary to complete the
21 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

22 **IN-SCHOOL SUSPENSION⁷**

23 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
24 academic assignments and receive credit for work completed.

25 Students given an in-school suspension in excess of one (1) day from classes shall attend special
26 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
27 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
28 times and has textbooks and classwork assignments from his/her regular teachers.

29 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

30 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for
31 improving the student's behavior.

1 SUSPENSIONS LONGER THAN TEN DAYS⁹

2 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
 3 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
 4 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
 5 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
 6 school district if requested by the student.

7 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
 8 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

9 SCHOOL-SPONSORED EVENTS⁶

10 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
 11 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
 12 is not directly related to a student's grade in a course of instruction.

Legal References

1. [TCA 49-2-203\(a\)\(7\); TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101; TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(b\)](#)
10. [TCA 49-6-3401\(c\)\(3\)](#)
11. [TCA 49-6-3401\(a\)-\(c\); Goss v. Lopez, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)

Cross References

Traffic and Parking Controls 3.403
 Code of Conduct 6.300
 Procedural Due Process 6.302
 Interference/Disruption of School Activities 6.306
 Drug-Free Schools 6.307
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Student Disciplinary Hearing Authority 6.317
 Alternative Education 6.319

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 08/07/12
		Rescinds:	Issued: 07/31/07

1 **DEFINITIONS:¹**

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to
4 avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any
11 student from attendance at school or any school-related activity on or off campus or from attendance at
12 a specific class or classes, or from riding a school bus, without suspending such student from
13 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
14 to:²

- 15 1. Willful and persistent violation of the rules of the school or truancy;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to
18 any school;
- 19 4. Willful or malicious damage to real or personal property of the school, or the property of any
20 person attending or assigned to the school;
- 21 5. Inciting, advising or counselling of others to engage in any of the acts herein enumerated;
- 22 6. Possession of a pistol, gun or firearm on school property;³
- 23 7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
- 24 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar,
25 obscene or threatening language;
- 26
- 27
- 28
- 29
- 30
- 31
- 32

- 1
- 2 9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³
- 3
- 4 10. Engaging in behavior which disrupts a class or school-sponsored activity;
- 5
- 6 11. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive
- 7 or destructive device including chemical weapons on school property or at a school sponsored
- 8 event;
- 9
- 10 12. Two (2) or more students initiating a physical attack on an individual student on school
- 11 property or at a school activity, including travel to and from school;
- 12
- 13 13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
- 14 persons or property or disrupts the educational process; and
- 15
- 16 14. Any other conduct prejudicial to good order or discipline in any school.

17 **IN-SCHOOL SUSPENSION:⁴**

- 18 1. Students given an in-school suspension in excess of one (1) day from classes shall attend
- 19 either special classes attended only by students guilty of misconduct or be placed in an
- 20 isolated area appropriate for study; and
- 21
- 22 2. Personnel responsible for in-school suspension will see that each student is supervised at all
- 23 times and has textbooks and classwork assignments from his/her regular teachers. Students
- 24 given in-school suspension shall be required to complete academic assignments and shall
- 25 receive credit for work completed.

26 **PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:⁵**

- 27 1. Unless the student's continued presence in the school, class or school-related activity presents
- 28 an immediate danger to the student or other persons or property, no principal shall
- 29 suspend/expel any student until that student has been advised of the nature of his/her
- 30 misconduct, questioned about it, and allowed to give an explanation.
- 31
- 32 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day),
- 33 the principal shall make an immediate attempt to contact the parent or guardian to inform
- 34 them of the suspension/expulsion. The student shall not be sent home before the end of the
- 35 school day unless the parent or guardian has been contacted.
- 36
- 37 3. The principal shall notify the parent or guardian and the director of schools or designee in
- 38 writing:
- 39
- 40 a. Of the suspension/expulsion and the cause for it; and
- 41 b. A request for a meeting with the parent or guardian, student and principal, to be held as
- 42 soon as possible, but no later than five (5) days following the suspension/expulsion.

- 1 4. Immediately following the scheduled meeting, whether or not attended by the parent or
2 guardian or student, the principal shall determine the length of the suspension/expulsion and
3 set conditions for readmission. If the principal determines the length of the suspension to be
4 between six (6) and the maximum of ten (10) days, the principal shall develop and implement
5 a plan for correcting the behavior when the student returns to school.
6
- 7 5. If at the time of the suspension the principal determines that an offense has been committed
8 which, in the judgment of the principal would justify a suspension/expulsion for more than
9 ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified
10 period of time or upon such terms and conditions as are deemed reasonable.
11
- 12 6. The principal shall immediately give written or actual notice to the parent or guardian and the
13 student of the right to appeal the decision to suspend/expel/remand for more than ten (10)
14 days. The notice shall include a statement that, unless the student's parent or guardian
15 requests an open hearing in writing within five (5) days of receipt of the notice, any hearing
16 will be closed to the public. All appeals must be filed, orally or in writing, within five (5)
17 days after receipt of the notice and may be filed by the parent or guardian, the student or any
18 person holding a teaching license who is employed by the school system if requested by the
19 student.
20
- 21 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority
22 appointed by the Board.
23
- 24 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the
25 student shall be permitted to take such final examinations or submit such required work as
26 necessary to complete the course of instruction for that semester, subject to conditions
27 prescribed by the principal.

Legal References:

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7);TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(b)(1)
5. TCA 49-6-3401(4)-(6); *Goss v. Lopez* , 419 U.S. 565 (Ohio, 1975);
Individuals with Disabilities Act Amendments of 1997 § 615

Cross References:

- Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Bus Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Codes 6.310
Discipline Procedures 6.313
Disciplinary Hearing Authority 6.317

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension or expulsion from the former school district. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
- 8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
- 9 the request.

- 10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.

- 11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 12 suspended or expelled from the former school district.²

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

School Admissions 6.203
Student Records 6.600

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 09/06/22
		Rescinds: 6.318	Issued: 09/05/00

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district and make a recommendation to the Board to
- 6 approve or deny the request.

- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

- 8 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 9 suspended or expelled from the former school district.¹

Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

Cross References

- School Admissions 6.203
Student Records 6.600

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ The opioid
4 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
5 school personnel expected to provide emergency care to students shall be trained according to the
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 05/01/18
		Rescinds:	Issued:

1 *General*

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure
3 locations to be administered to any student believed to be having a drug overdose.¹ School nurses and
4 other school personnel expected to provide emergency care to students shall be trained according to the
5 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
6 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing
7 protocol from a physician.

8 **PARENTAL NOTIFICATION**

9 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
10 has been administered.

11 **PROCEDURES**

12 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists
13 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school
5 and submit this information to the Department of Children’s Services;
6
7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
9 3. Supply the Coordinator with all necessary resources;
10
11 4. Ensure that all employees working directly with students annually complete the child abuse
12 training program required by state law.²

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law
19 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
21 prior to notifying the Coordinator.⁵

22 The report shall include, to the extent known by the reporter:⁶

- 23 1. The name, address, telephone number, and age of the child;
24
25 2. The name, telephone number, and address of the parents or persons having custody of the child;
26
27 3. The nature and extent of the abuse or neglect; and
28
29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 09/06/22
		Rescinds: 6.409	Issued: 12/01/20

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
7
- 8 3. Supply the Coordinator with all necessary resources;
9
- 10 4. Ensure that all employees working directly with students annually complete the child abuse
11 training program required by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
19 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
20 prior to notifying the Coordinator.⁵

21 The report shall include, to the extent known by the reporter:⁶

- 22 1. The name, address, telephone number, and age of the child;
23
- 24 2. The name, telephone number, and address of the parents or persons having custody of the child;
25
- 26 3. The nature and extent of the abuse or neglect; and
27
- 28 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
29 abuse or neglect.

30 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
31 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Click here to choose a school board.			
Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

10 **VISITOR CONDUCT**

11 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
12 Individuals who come onto school property or who contact employees on school or district business are
13 expected to behave accordingly. **The Director of Schools shall develop a visitor code of conduct to be**
14 **presented to the board attorney, and then, approved by the Board.³ This code shall prohibit the following:**

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

20 **The visitor code of conduct shall be posted on the district’s website as well as the school’s website,**
21 **and copies of the code shall be provided to all teachers, counselors, administrative staff, and other**
22 **school employees. In addition, each school entrance shall have the visitor code of conduct posted**
23 **prominently along with the phone number of someone in the school’s administration who can answer**
24 **questions about the code.**

25 **Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along**
26 **with the phone number of someone in the school’s administration who can answer questions about the**
27 **code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood**
28 **the code of conduct.**

1 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

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

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

Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008](#); [TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

Cross References

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

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 04/05/22
		Rescinds: 1.501	Issued: 07/13/99

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

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

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

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

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

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

Legal References

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

Cross References

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

Trenton Special School District
Code of Conduct for Families, Volunteers, and Visitors

I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

- Benefits for Students:
- Improved student achievement, including math and reading scores;
- Higher motivation to excel in school;
- Better school attendance;
- Improved behavior at home and school; and
- Better social skills and adaptation to school.
- Rewards for families:
- The opportunity to closely monitor their child’s performance and recognize and address any difficulty they might be having in school;
- Better relationships and communication with teachers; and
- Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;

- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage communitywide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Trenton Special School District. It also applies to those who are present at school, in person or virtually, and **at any and all** school-sponsored activities, meetings **whether or not they are in-person or virtual. (NOTE: IEP meetings are included)**, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in *ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.*

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should **start with assuming good intentions in others.** We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

II. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
4. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;
6. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and

12. Provide a place for study and ensure homework assignments are completed.

IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

V. Conduct Prohibited

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;

6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;

20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.
23. Discipline their child while visiting the school.

VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

- **Organize Your Thoughts**
Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.
- **Stay Calm—Maintain a Civil Tone**
Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”
- **Clarify, Rather Than Assume**
If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.
- **Be Flexible**
Recognize that problems can be solved in more than one way. Be open to alternative solutions.
- **Keep Records**
Make notes of meeting dates and times, who you talked to, and what was discussed.

Save copies of letters, forms and other material related to your concern.

VII. Consequences for Violating the Code of Conduct (verify)

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the district's actualization of its right to pursue a civil or criminal legal action.

Consequences will include one or both of the following (Principal discretion):

1. Verbal warning
2. Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the principal.

At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required before privileges are restored.

VIII. Right to Appeal

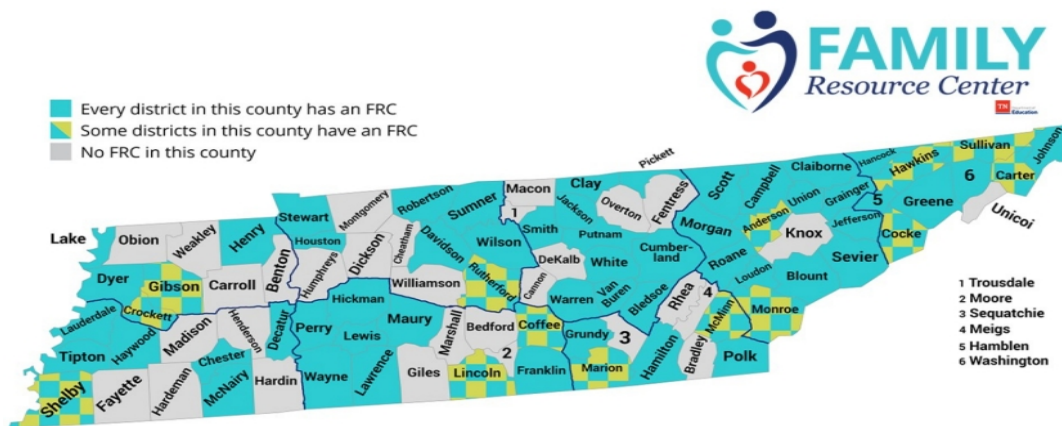
If an individual would like to appeal an offense, a written request with supporting evidence must be submitted to the Director of the TSSD Disciplinary Hearing Authority (DHA) within five (5) calendar days of the imposition of the consequence. The DHA is housed at TRMS and the Director can be reached at 731-855-2422. Upon receipt of a request to appeal, the Director of the DHA has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board. All appeals should be requested and responded to in a timely manner.

IX. Resources

The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found [here](#).

A. Tennessee Family Resource Centers

The Family Resource Centers are located throughout Tennessee, as shown in the image below. These centers are in place to help engage with families and assist them in supporting their student(s).



All information located herein shall conform to Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.

2024-2025 Differentiated Pay Plan

Trenton Special School District will continue to pay based on years of experience and education level. The current salary schedule has 0 to 20 plus years of experience. Education is broken down in Bachelors, Masters, Masters Plus 45, EDS, and Doctorate.

Additional compensation will be paid for hard to staff positions. Hard to staff positions have been defined as secondary math, secondary science, foreign language and CDC Special Education K-12. New hires in these categories are eligible for a \$2,000 sign-on bonus. This bonus is recurring each year as a retention bonus. These teachers are also eligible for a \$2,000 performance bonus. An additional \$2,000 bonus may be earned when evidence of satisfactory evaluation results are available. Existing teachers in these areas would be eligible for the additional \$2,000 when satisfactory evaluation results are available.

TSSD will compensate teachers for performing additional roles which are annually identified based on district needs. Eligible teachers must score a 4 or above and meet attendance requirements. The compensation will be given annually in the form of a stipend. Currently we have one teacher providing additional support to the secondary Mathematics program and one Special Education teacher with additional district reporting duties.

Original

71100-Regular Instruction

189 Other Salaries and Wages	5,082.00
212 Employer Medicare	74.00
429 Instructional Supplies	60,079.19
471 Software	10,000.00
722 Equipment	35,000.00
	<hr/>
	110,235.19

71200- SPED Program

163 Educational Assistants	7,966.00
201 Social Security	494.00
204 Retirement	534.00
207 Medical Insurance	979.00
212 Employer Medicare	115.00
429 Instructional Supplies	50,000.00
725 SPED equipment	20,000.00
	<hr/>
	80,088.00

72120 - Health Services

189 - Other Salaries & Wages	9,047.00
201 Social Security	561.00
204 Retirement	814.00
207 Medical Insurance	979.00
212 Employer Medicare	131.00
	<hr/>
	11,532.00

72610 - Operation of Plant

166 Custodial Personnel	48,957.00
201 Social Security 6.2%	3,035.00
204 State Retirement	3,261.00
207 Medical Insurance	204.00
212 Medicare 1.45%	710.00
410 Custodial Supplies	25,000.00
720 Plant Operation Equipment	
	<hr/>
	81,167.00

\$ -

47401 Revenue Code

Total \$ 283,022.19

CTE Perkins Basic Grant

71300-499	Other Supplies and Materials	5,812.42
71300-730	Vocational Equipment	<u>9,443.68</u>
		15,256.10
72130-524	Professional Development	<u>7,000.00</u>
		7,000.00
72230-524	Professional Development	<u>3,500.00</u>
		3,500.00
		25,756.10
Revenue	47131	25,756.10

CTE Perkins Reserve - Secondary Application

71300-730	Vocational Equipment	<u>50,000.00</u>
		50,000.00

Revenue	47131	<u>50,000.00</u>
		50,000.00

ATSI 23 Grant

Original

71100 Regular Instruction Program

163 Instructional Assistants	23,154.00
189 Other Salaries and Wages	24,300.00
201 Social Security	2,943.00
204 State Retirement	3,732.00
207 Medical Insurance	11,800.00
212 Medicare	689.00
299 Other Fringe	224.00
330 Lease/SBITA Payments	2,670.00
429 Instructional Supplies and Materials	5,488.00
Total	75,000.00

47141 Revenue Account	75,000.00
	75,000.00

**School Nutrition Budget
2024-25**

73100 Expenditure Codes

Original

105 Supervisor/Director	37,416.00
162 Clerical Personnel	3,956.00
165 Cafeteria Personnel	361,662.00
189 Other Salaries and Wages	5,000.00
201 Social Security	22,423.00
204 State Retirement	24,231.00
207 Medical Insurance	86,974.00
212 Employer Medicare	5,244.00
299 Other Fringe Benefits	12,833.00
336 Maintenance and Repair Services-Equipment	17,000.00
355 Travel	3,250.00
399 Other Contracted Services	22,000.00
422 Food Supplies	800,000.00
451 Uniforms	4,200.00
452 Utilities	24,000.00
469 Commodities	80,000.00
499 Other Supplies and Materials	60,000.00
524 In-Service/Staff Development	10,000.00
599 Other Charges	30,000.00
710 Food Service Equipment	400,000.00
Total	2,010,189.00

Revenue Codes

43521 Lunch Payments-Children	-
43522 Lunch Payments-Adults	10,000.00
43523 Breakfast	4,644.26
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	120,000.00
47111 USDA School Lunch Program	700,000.00
47112 Commodities	80,000.00
47113 Breakfast	700,000.00
47114 Snack	300,000.00
	2,010,189.00

559,739.00	Salaries		28%
940,000.00	Food/supplies		47%
510,450.00	fees, maint, etc		25%
	HMI Grant	\$ 120,000.00	46980
	FFVP grant	\$ 27,800.00	47114

28% of budget is salaries

47% is Food and supplies

25% is equipment, utilities, maintenance

-



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

Fwd: Verizon Fiber: TRENTON HIGH SCHOOL - 399272 - 2071R US 45 By Pass S, Trenton, TN

1 message

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

Thu, Jul 11, 2024 at 8:57 AM

Tim Haney

Director of Schools
Trenton Special School District
<http://www.trentonssd.org/>
731-855-1191 (Office)
731-487-0861 (Cell)



----- Forwarded message -----

From: **David Lewis** <dlewis@cmiacquisitions.com>
Date: Thu, Jul 11, 2024 at 8:44 AM
Subject: Verizon Fiber: TRENTON HIGH SCHOOL - 399272 - 2071R US 45 By Pass S, Trenton, TN
To: tim.haney@trentonssd.org <tim.haney@trentonssd.org>

Good Moring Tim,

Verizon has tasked me with a plan to bring in new fiber to the tower located at Trenton High School. We have run into a predicament with the existing utility easements and the meeting point of the new fiber being provided by AT&T. AT&T's meeting location is not in a utility easement that Verizon has rights to. Can you give me a call to discuss Verizon obtaining a utility easement with the School?

I have attached our preliminary drawings for your reference.

Thank you,

David Lewis




745 Hembree Rd.

Roswell, GA 30076

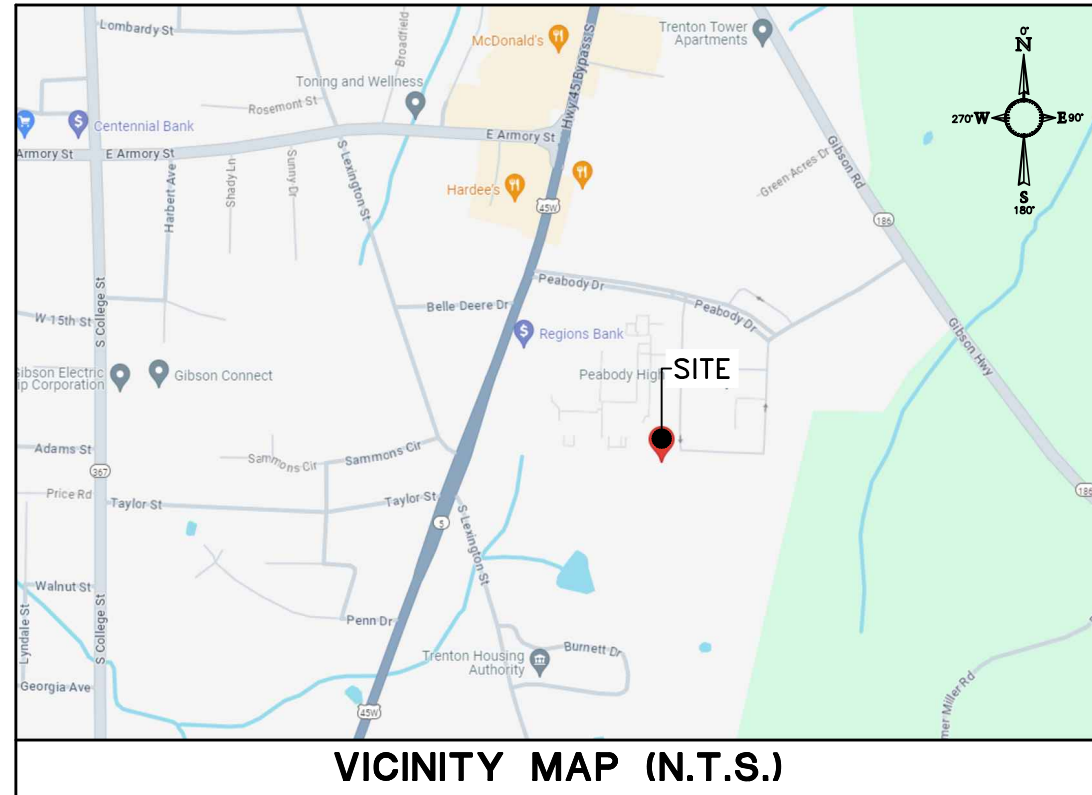
Cell: 205-777-9842

dlewis@cmiacquisitions.com

 **Trenton High School-399272-Prelim A&E-RevA-061924.pdf**
2560K



SITE NAME: TRENTON HIGH SCHOOL
LOCATION CODE: 399272
MDG LOCATION ID: 5000236841
PROJECT: FIBER ADD
SITE OWNER: K2 TOWERS
SITE ID: TN-1



PROJECT INFORMATION

ENGINEER:
 TOWER ENGINEERING, INC.
 556 JEFFERSON ST.
 SUITE 201
 LAFAYETTE, LA 70501
 TEL: (337) 886-7176

GEOGRAPHIC COORDINATES:
 LATITUDE : 35.960143°
 LONGITUDE : -88.929085°

BUILDING CODES:
 2018 IBC
 2017 NEC

FIBER COMPANY:
 AT&T

SCOPE OF WORK:
 INSTALL (1) 2" SCH. 40/80 PVC CONDUIT 36" UNDERGROUND WITH (1) 1" DETECTABLE INNERDUCT WITH PULL TAPE FROM EXISTING AT&T FIBER HANDHOLE TO PROPOSED VERIZON WIRELESS HANDHOLE OUTSIDE COMPOUND FENCE (CONTRACTOR TO DIRECTIONAL BORE FOR CONDUIT PATH)(HANDHOLES TO BE PLACED EVERY ±400"). INSTALL (1) 2" SCH. 40/80 PVC CONDUIT 36" UNDERGROUND WITH (1) 1" DETECTABLE INNERDUCT WITH PULL TAPE FROM PROPOSED VERIZON WIRELESS HANDHOLE OUTSIDE COMPOUND FENCE TO EXISTING TELCO BOX. VERIZON CONTRACTOR TO INSTALL (2) PIECES OF VERTICAL UNISTRUT FOR INSTALLATION OF NEW AT&T CIENA. INSTALL NEW -48V DC POWER FUSE BLOCK W/ (2) 10A FUSES IN EXISTING TELCO BOX. CONTRACTOR TO UTILIZE EXISTING GROUND BAR IN EXISTING TELCO BOX. PROPOSED (1) 1.25" CONDUIT FROM EXISTING TELCO BOX TO EXISTING VERIZON EQUIPMENT CABINET WITH SC TO LC FIBER JUMPERS (SC FOR AT&T CIENA)(LC FOR VERIZON ROUTER). PROPOSED (1) 1.25" CONDUIT W/ (2) #10 AWG WIRES FROM EXISTING VERIZON EQUIPMENT CABINET TO EXISTING TELCO BOX FOR (1) 20A DC POWER LEAD. PROPOSED (1) 1.25" CONDUIT W/ (4) #14 AWG WIRES FROM EXISTING TELCO BOX TO NEW AT&T CIENA. PROPOSED (1) 1.25" CONDUIT W/ PULL ROPE FROM EXISTING TELCO BOX TO NEW AT&T CIENA FOR AT&T FIBER. PROPOSED (1) 1.25" CONDUIT FROM NEW AT&T CIENA TO EXISTING TELCO BOX WITH SC TO LC FIBER JUMPERS (SC FOR AT&T CIENA)(LC FOR VERIZON ROUTER). PROPOSED (1) 0.5" CONDUIT W/ #6 AWG GROUND WIRE FROM NEW CIENA TO EXISTING TELCO BOX.

NEW CONDUIT LENGTH = ±1,080'
 EXISTING CONDUIT LENGTH = ±0'
 TOTAL CONDUIT LENGTH = ±1,080'

DRAWING INDEX:

- T-1 TITLE SHEET
- C-1 OVERALL SITE PLAN
- C-1A AERIAL OVERLAY
- C-2 ENLARGED SITE PLAN
- C-3 FIBER BORING DETAILS
- C-4 SITE PICTURES
- C-5 CGC OUTDOOR CONSTRUCTION STANDARDS



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 LAFAYETTE, LA 70501
 (337) 886-7176 TEL.
 2920 KINGMAN ST.
 SUITE 201
 METAIRIE, LA 70006
 (504) 756-3112 TEL.

REVISION				
NO.	DESCRIPTION	BY	DATE	
▲	PRELIM. ISSUE	NAS	06/19/2024	
▲				
▲				

LOCATION CODE:
399272
 MDG LOCATION ID:
5000236841
 SITE NAME:
TRENTON HIGH SCHOOL
 SITE ADDRESS:
 2071R US 45 BYPASS S
 TRENTON, TN 38382

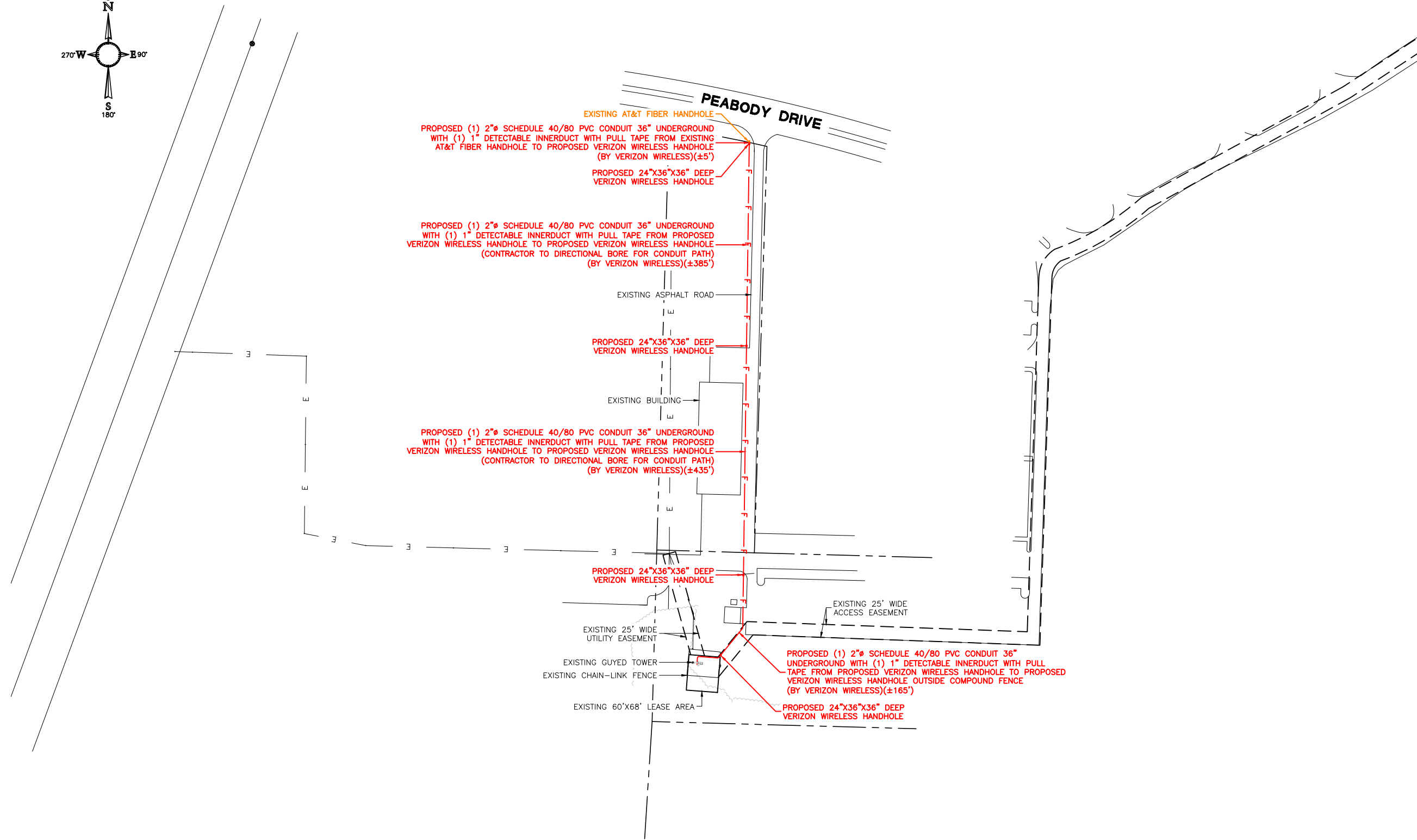
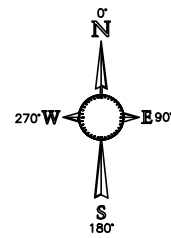
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TEI JOB NO:	2124-120-1003-106

SHEET TITLE:
TITLE SHEET

SHEET NUMBER:	REV. #
T-1	A

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OVERALL SITE PLAN



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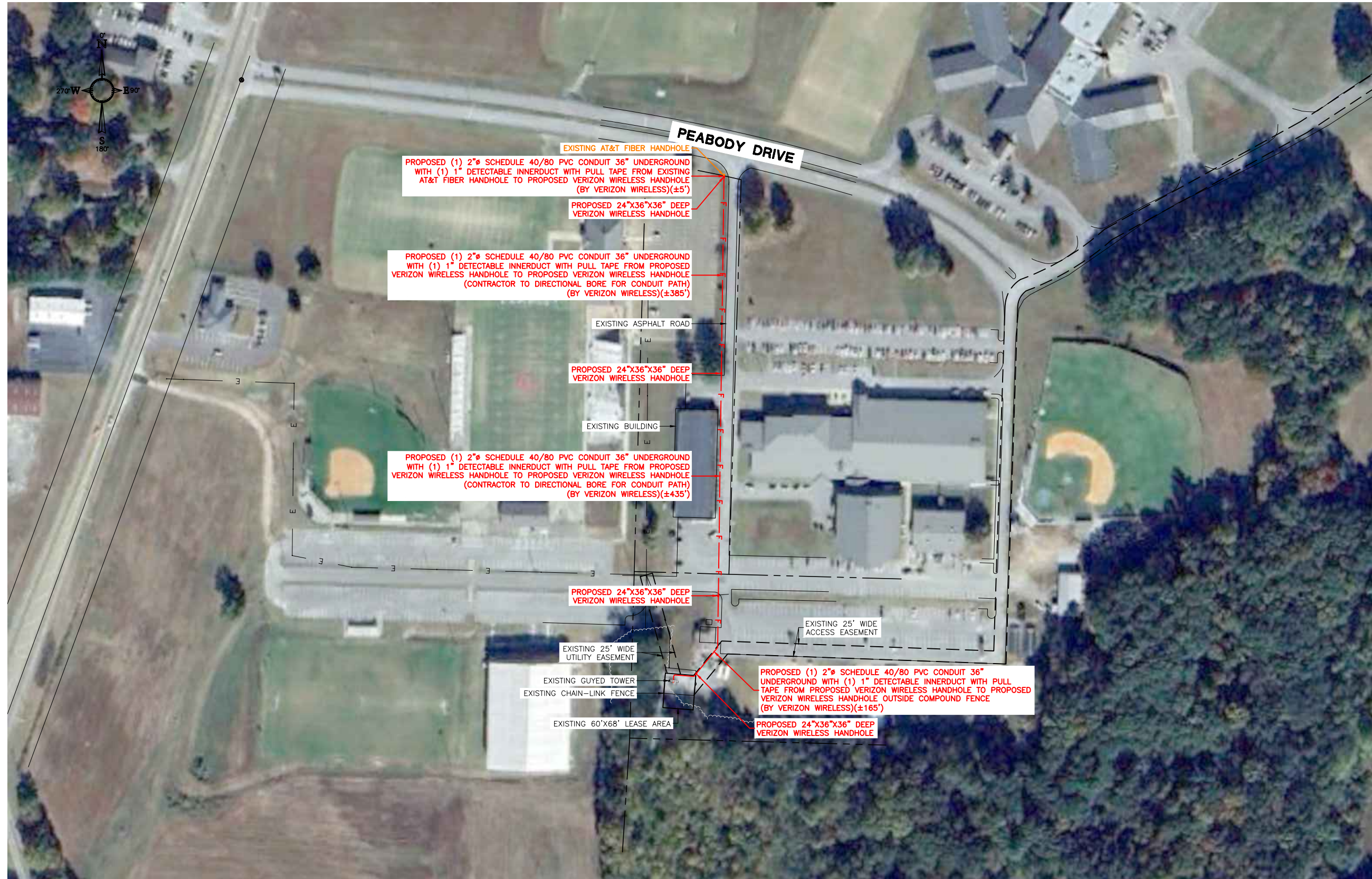
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TEI JOB NO:	2124-120-1003-106

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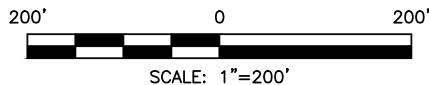
OVERALL SITE PLAN

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AERIAL OVERLAY



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TRENTON, TN 38382

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AERIAL OVERLAY

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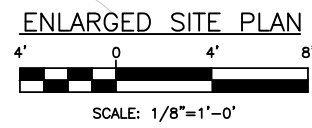
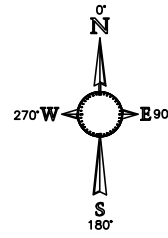
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ENLARGED SITE PLAN

SHEET NUMBER: **C-2** REV. # **A**



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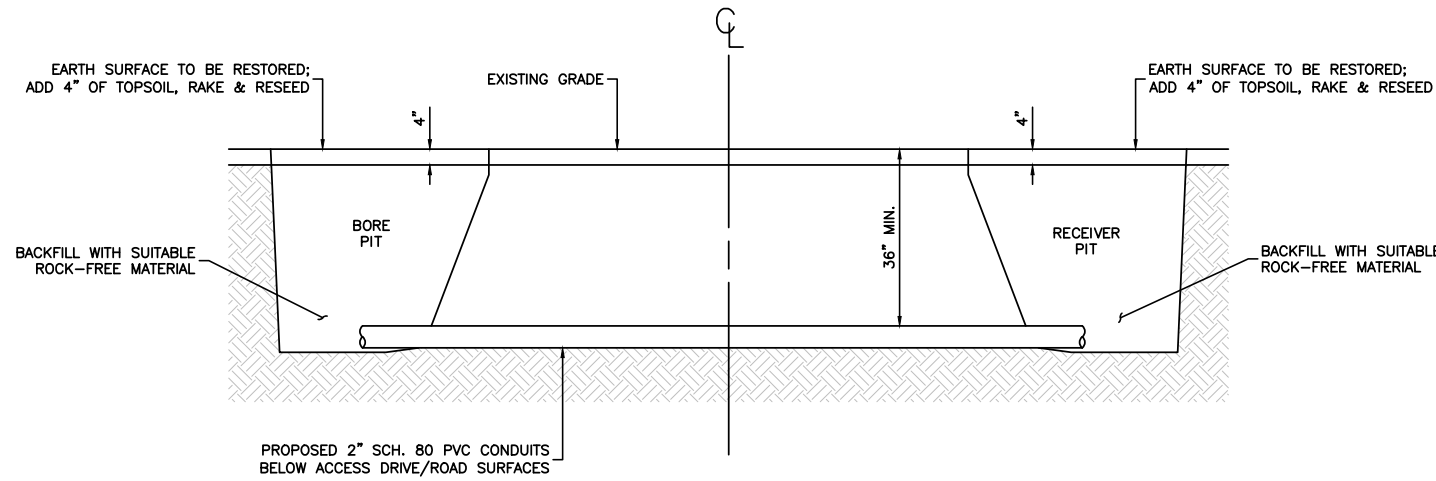
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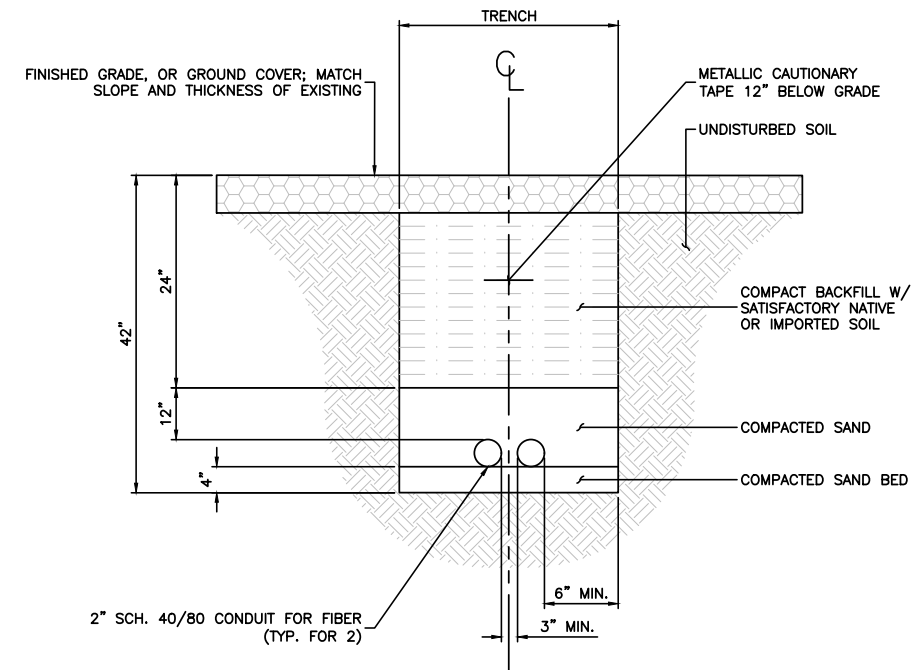
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FIBER BORING DETAILS

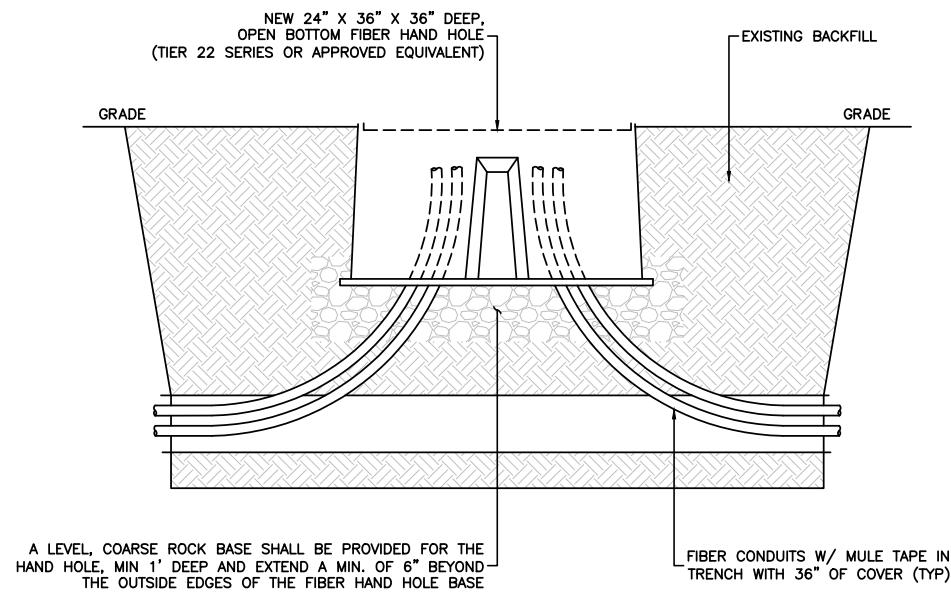
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C-3	A



DIRECTIONAL BORE DETAIL
NOT TO SCALE



FIBER CONDUIT TRENCH
NOT TO SCALE



BELOW GRADE ENCLOSURE - COMPOUND
NOT TO SCALE

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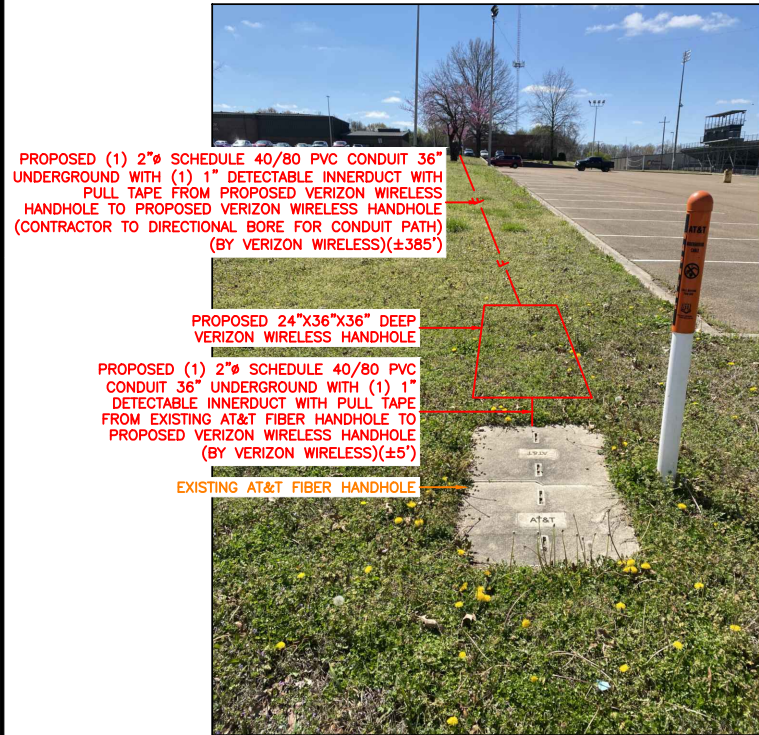
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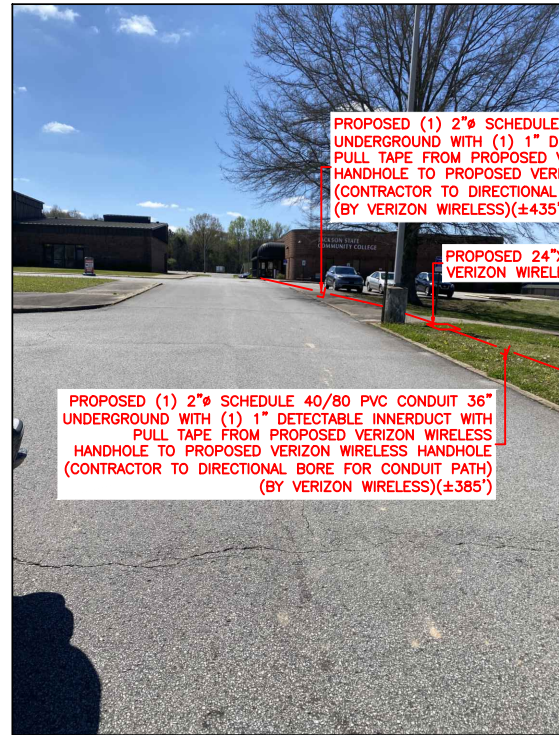
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SITE PICTURES

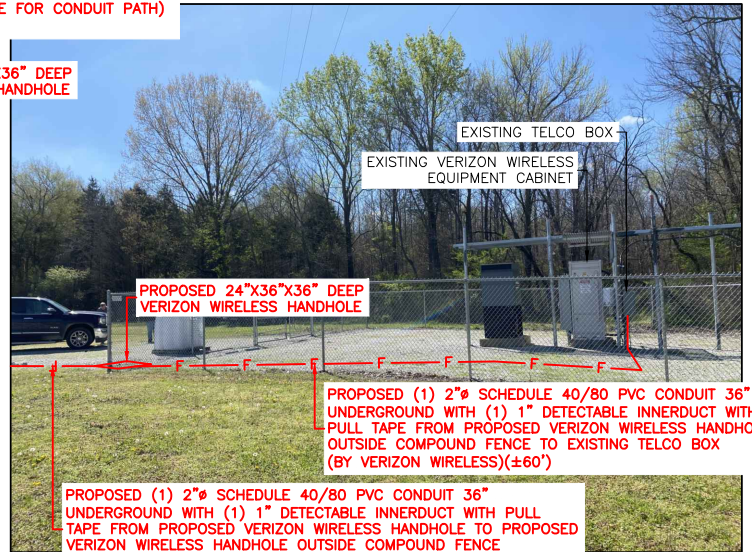
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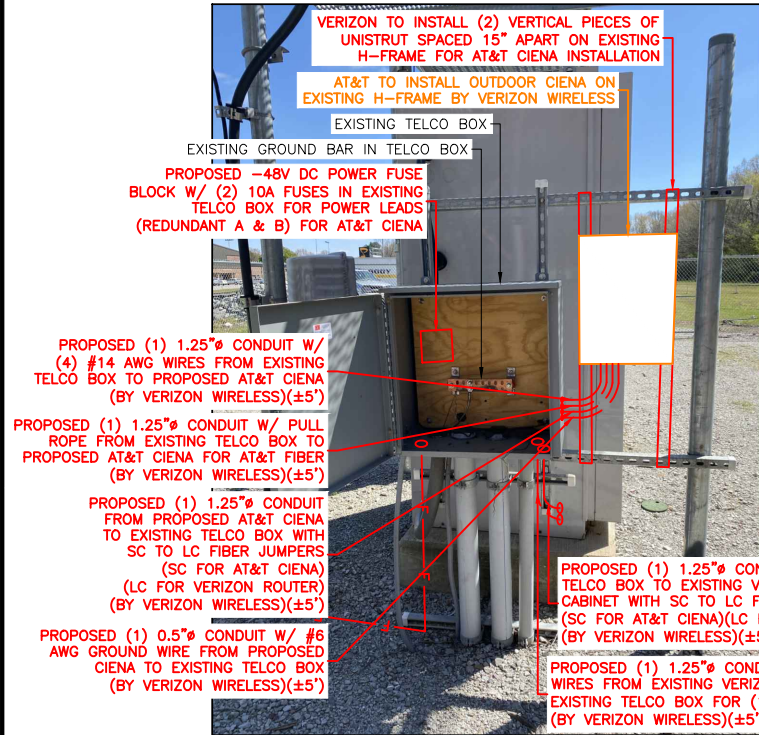
① EXISTING AT&T FIBER HANDHOLE



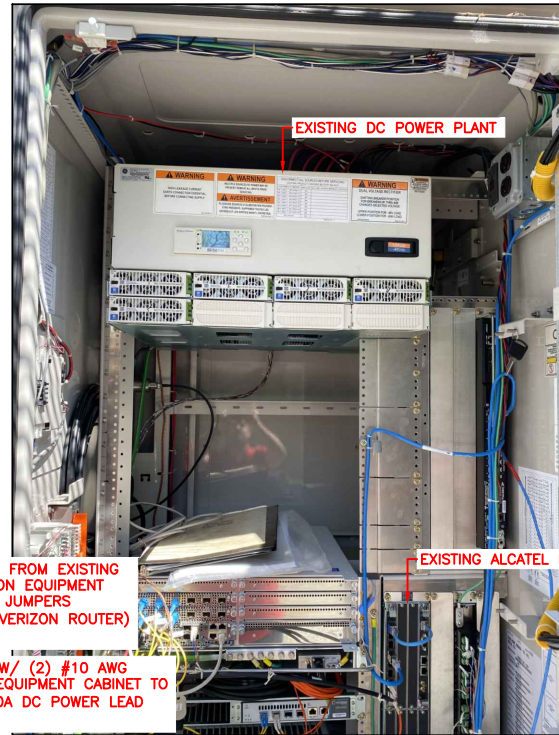
② FIBER PATH



③ FIBER PATH



⑤ PROPOSED FIBER EQUIPMENT INSTALL LOCATION



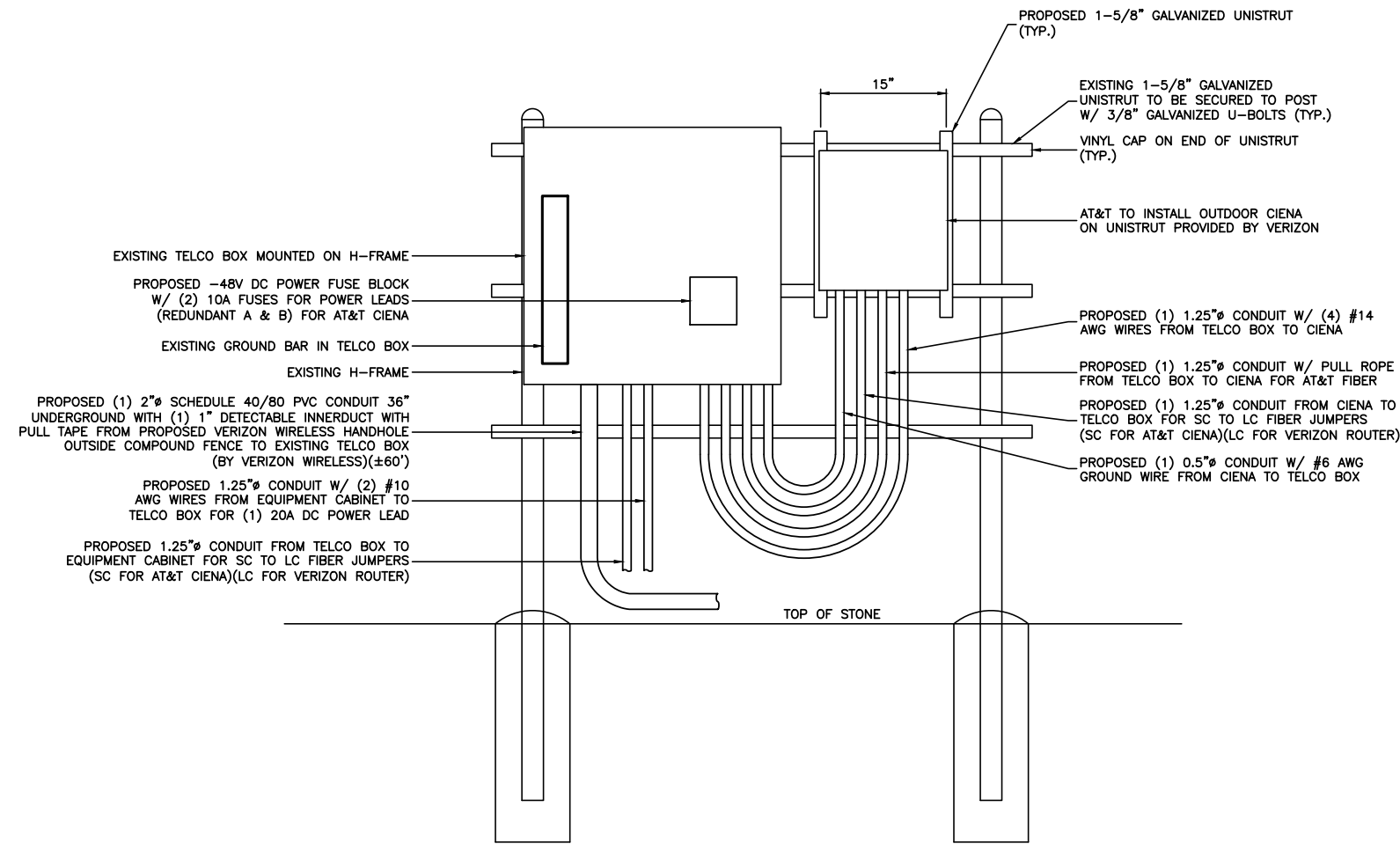
⑥ EXISTING EQUIPMENT CABINET

CGC OUTDOOR CONSTRUCTION STANDARDS

1. ALL HANDHOLES TO BE LOAD BEARING AND 24" X 36" X 36". PROVIDE HANDHOLES AT PUBLIC ROW, 90 DEGREE TURNS, COMPOUND ENTRY, AND/OR 400 FEET OF PATH LENGTH.
2. ONE 2" SCHEDULE 40 CONDUIT (SCHEDULE 80 UNDER AREAS OF VEHICULAR TRAFFIC) WITH ONE 1" DETECTABLE INNERDUCT TO BE INSTALLED 36" BELOW GRADE FROM HANDHOLE AT ROW TO FTP/DEMARC LOCATION.
3. ALL NEW JUNCTION BOXES TO BE 30" X 30" X 12" FOR OUTDOOR SITES.

PLATFORM STANDARDS

CONSTRUCTION ENGINEER IS RESPONSIBLE FOR ON PLATFORM PLANS



H-FRAME DETAIL



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TRENTON, TN 38382

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TEI JOB NO:	2124-120-1003-106

SHEET TITLE:

CGC OUTDOOR CONSTRUCTION STANDARDS

SHEET NUMBER:	REV. #
C-5	A

TSBA Leadership Conference
November 7-8, 2024
Gaylord Opryland Resort and Convention Center
AGENDA

November 7, 2024

2:00 p.m.	Welcome and Introductions	Dr. Dale Viox, TSBA President, Arlington
2:01 p.m.	From Conflict to Conversation	Matt Lehrman, Consultant, Social Prosperity Partners
3:30 p.m.	BREAK	
4:00 p.m.	From Conflict to Conversation (Continued)	
5:00 p.m.	Why Make the Investment in School Communications	Dr. Dale Viox Jeff Mayo, Superintendent, Arlington Tyler Hill, Director of Communications and Planning, Arlington
5:55 p.m.	Announcements	Dr. Dale Viox
6:00 p.m.	Adjourn	

November 8, 2024

7:30-8:15 a.m.	Leadership Conference Breakfast	
8:30 a.m.	Welcome and Introductions	Dr. Dale Viox
8:31 a.m.	Opioid Abuse and Its Impact on Our Students And Districts	Dr. Steve Loyd, Chief Medical Officer, Cedar Recovery; Chairman of TN Opioid Abatement Council
10:15 a.m.	BREAK	
10:30 a.m.	Going to the Dogs! How Therapy Dogs Positively Impact Our Schools	
	Panelists: Robert Blair, Franklin Special, Board Chairman Dr. David Snowden, Franklin Special, Director of Schools Mary Decker, Franklin Special, Associate Director of Schools Amy Patton, Franklin Special, Principal Dr. Charles Farmer, Freedom Middle School, Principal Carol Riordan, Franklin Special, Advisor/Board Secretary	
11:25 a.m.	Wrap Up	Dr. Dale Viox
11:30 a.m.	Adjourn	

Tennessee School Boards Association
2024 Annual Convention Schedule
Gaylord Opryland Resort and Convention Center

Thursday, November 7

- 8:30 a.m.-6:30 p.m. Registration
10:00-11:45 a.m. Board Chairman Roundtable Discussion
Facilitator: Keys Fillauer
2:00-6:00 p.m. Leadership Conference

Friday, November 8

- 7:00 a.m.-6:15 p.m. Registration
7:30-8:15 a.m. Leadership Conference Breakfast
8:30-11:30 a.m. Leadership Conference
11:30 a.m.-12:45 p.m. Lunch (*on your own*)
12:00-4:00 p.m. Exhibit Hall/Reception
1:00-3:00 p.m. Pre-Convention Legal Workshop
1:00-3:00 p.m. Pre-Convention Advocacy Workshop
4:15-5:45 p.m. Opening General Session
Speaker: Sal Khan

Saturday, November 9

- 7:00 a.m.-5:00 p.m. Registration
7:00-10:30 a.m. Exhibit Hall Open
7:00-8:15 a.m. Exhibit Hall Breakfast
8:30-9:30 a.m. Clinic Session A
9:45-10:15 a.m. Exhibit Hall Door Prizes
10:30-11:30 a.m. Clinic Session B
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony
Entertainment: Kris Thomas sponsored by ABM
1:30-2:30 p.m. Clinic Session C
3:00-4:30 p.m. Delegate Assembly
3:00-4:30 p.m. Board Secretaries' Meeting
8:00 p.m. Karaoke Party
Sponsored by: ABM, Rackley Roofing and USABLE Life

Sunday, November 10

- 7:00-10:00 a.m. Registration
7:15-8:15 a.m. Convention Breakfast
8:30-9:45 a.m. Closing General Session
Speaker: Inky Johnson
9:45 a.m. Adjourn