



**LAKELAND BOARD OF EDUCATION
BUSINESS MEETING AGENDA
Monday, August 12, 2024, 5:45 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

- I. **CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**
- II. **ROLL CALL**
- III. **CHAIR'S WELCOME**
- IV. **PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**
- V. **REPORTS**
 - 1. Legislative Liaison Update
 - 2. Superintendent's Report
 - 3. Monthly Financial Summary
- VI. **APPROVAL OF AGENDA**
- VII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes: July 1, 2024 - Business Meeting Minutes
 - 2. Approval of FY 24-25 Budget Amendments (08/24)
 - 3. Approval of 24-25 SAVE Act Compliance Package
 - 4. Approval of Update to Policy 1.501 - Visitors to the Schools
 - 5. Approval of Update to Policy 3.205 - Security
 - 6. Approval of Update to Policy 3.400 - Student Transportation Management
 - 7. Approval of Update to Policy 3.602 - Workers Compensation
 - 8. Approval of Update to Policy 4.403 - Library Materials
 - 9. Approval of Update to Policy 5.307 - Physical Assault Leave
 - 10. Approval of Update to Policy 6.200 - Attendance
 - 11. Approval of Update to 24-25 School Fees List
 - 12. Approval Update to 24-25 LPS Extracurricular Activities and Clubs
 - 13. Approval of Update to 24-25 School Board Calendar
 - 14. Approval of Lakeland School System Five-Year Strategic Plan
- VIII. **DISCUSSION / ACTION**
 - 1. Approval of Resolution 2024/08-01: A Resolution Requesting Funding for Special Education Preschool Students in the Tennessee Investment in Student Achievement Act (TISA) Formula
 - 2. Approval of New Policy 4.214 - Use of Artificial Intelligence Programs [2nd Reading]
 - 3. Approval of Update to Policy 6.313 - Discipline Procedures
- IX. **ANNOUNCEMENTS**
- X. **ADJOURNMENT**



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, July 01, 2024, 5:45 PM

**Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

I. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG

With a quorum present, the meeting was called to order on Monday, July 01, 2024, at 5:45 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

II. ROLL CALL

Attendance Taken at 5:45 PM.

Deborah Thomas:	Absent
Keith Acton:	Present
Michelle Childs:	Present
Laura Harrison (Chair):	Present
Jeremy Burnett (Vice-Chair):	Absent

III. CHAIR'S WELCOME

IV. PUBLIC COMMENT (Limited to two (2) minutes per speaker.)

No comments.

V. REPORTS

1. Legislative Liaison Update

Legislative Liaison Michelle Childs stated that no report was available as the General Assembly was not in session.

2. Monthly Financial Summary

Attendance Update Taken at 5:46 PM.

Jeremy Burnett (Vice-Chair): Present

3. Superintendent's Report

Superintendent Horrell reported on various administrative items:

- Start of 24-25 Fiscal Year / New employees in the Central Office / Staffing Update



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- Construction updates:
 - Entrance of LPS high school
 - Extension of Campus Drive
- Policy updates / Legislative updates

VI. APPROVAL OF AGENDA

Keith Acton moved to move the Approval of Disciplinary Hearing Authority Members and Approval of 2024-2025 Annual Agenda to the Consent Agenda, seconded by Jeremy Burnett (Vice-Chair). **Approved without objection.**

When question was called, agenda was approved as amended.

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

VII. DISCUSSION / ACTION

1. Contract for Superintendent Dr. W. Edward Horrell, III

Laura Harrison (Chair) moved to approve the contract for Superintendent Dr. W. Edward Horrell, III as presented, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

VIII. CONSENT AGENDA

- 1. Approval of Meeting Minutes: June 10, 2024 - Business Meeting**
- 2. Approval of 2024-2025 Professional Development Plan**
- 3. Approval of Update to 24-25 School Fees List**
- 4. Approval of Update to Extracurricular Activities and Clubs**



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5. Approval of Update to Policy 2.403 - Surplus Property Sales
6. Approval of Update to Policy 2.806 - Bids and Quotations
7. Approval of Update to Policy 3.202 - Emergency Preparedness Plan
8. Approval of Update to Policy 3.205 - Security
9. Approval of Update to Policy 4.2011 - Class Size Ratios
10. Approval of Update to Policy 4.213 - Family Life Education
11. Approval of Update to Policy 4.301 - Interscholastic Athletics
12. Approval of Update to Policy 4.600 - Grading System
13. Approval of Update to Policy 4.603 - Promotion and Retention
14. Approval of Update to Policy 5.802 - Qualifications and Duties of the Superintendent
15. Approval of Update to Policy 6.203 - School Admissions
16. Approval of Update to Policy 6.309 - Zero Tolerance Offenses
17. Approval of Update to Policy 6.316 - Suspension
18. Approval of Update to Policy 6.318 - Admission of Suspended or Expelled Students
19. Approval of Update to Policy 6.4052 - Opioid Antagonist
20. Approval of Update to Policy 6.409 - Reporting Child Abuse
21. Approval of Update to Policy 5.701 - Substitute Teachers
22. Approval of Disciplinary Hearing Authority Members
23. Approval of 2024-2025 Annual Agenda

Jeremy Burnett (Vice-Chair) moved to approve the items on the Consent Agenda as presented, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye



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Harrison (Chair): Aye

IX. DISCUSSION / ACTION

1. Approval of Update to Policy 1.501 - Visitors to the Schools

Jeremy Burnett (Vice-Chair) moved to bring the update to Policy 1.501 - Visitors to the Schools to the floor for discussion, seconded by Keith Acton.

Michelle Childs moved to amend page 3, line 10, #8 to remove the word "schools", seconded by Jeremy Burnett (Vice-Chair). Motion carried.

- Acton: Aye
Burnett (Vice-Chair): Aye
Childs: Aye
Harrison (Chair): Aye

Jeremy Burnett reviewed page 2, line 31, #2. No action was taken.

Superintendent Horrell stated that grammatical errors will be corrected administratively.

When question was called, the update to Policy 1.501 - Visitors to the Schools was approved as amended.

- Acton: Aye
Burnett (Vice-Chair): Aye
Childs: Aye
Harrison (Chair): Aye

2. Approval of New Policy 4.214 - Use of Artificial Intelligence Programs [First Reading]

Jeremy Burnett (Vice-Chair) moved to bring new Policy 4.214 - Use of Artificial Intelligence Programs to the floor for discussion, seconded by Keith Acton.

Jeremy Burnett reviewed page 2, line 11, #5, and requested clarity prior to second reading. No action was taken.



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When the question was called, Policy 4.214 - Use of Artificial Intelligence Programs was approved as presented on first reading.

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

X. ANNOUNCEMENTS

XI. ADJOURNMENT

There being no other business on which to take action, Jeremy Burnett (Vice-Chair) moved to adjourn the meeting, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

The meeting was adjourned at 6:17 PM on Monday, July 01, 2024.

These minutes were approved on Monday, August 12, 2024.

Laura Harrison, Chair

ATTEST:

Dr. Ted Horrell, Superintendent

Jessica Millsbaugh, Board Secretary

August FY 24-25 Budget Amendments

Fund 142 - Federal Programs						FY 24 - 25	FY 24 - 25	Difference		
Account Level Description	Account Number					Original	Proposed			
	Fnd	T Acct	Obj	Prj	Loc	Budget	Amendment			
Revenues										
CTE Perkins Basic Revenue	142	R	47131	000	0000	891	\$ -	\$ 19,825.67	\$ 19,825.67	
CTE Perkins Reserve Revenue	142	R	47131	000	0000	892	\$ -	\$ 50,000.00	\$ 50,000.00	
							\$ -	\$ 69,825.67	\$ 69,825.67	
Expenditures										
Instructional Supplies & Materials	142	E	71300	429	000	03000	891	\$ -	\$ 6,300.00	\$ 6,300.00
Vocational Instruction Equipment	142	E	71300	429	000	03000	891	\$ -	\$ 6,000.00	\$ 6,000.00
In-Service / Staff Development	142	E	72130	524	000	03000	891	\$ -	\$ 3,125.67	\$ 3,125.67
Other Charges (CTSO)	142	E	72130	599	000	03000	891	\$ -	\$ 2,400.00	\$ 2,400.00
In-Service / Staff Development	142	E	72230	524	000	03000	891	\$ -	\$ 2,000.00	\$ 2,000.00
Instructional Supplies & Materials	142	E	71300	429	000	03000	892	\$ -	\$ 1,250.00	\$ 1,250.00
Vocational Instruction Equipment	142	E	71300	429	000	03000	892	\$ -	\$ 48,750.00	\$ 48,750.00
							\$ -	\$ 69,825.67	\$ 69,825.67	

Account Level Description	Account Number Fnd T Acct Obj Prj Loc Prg	FY 25 Proposed Amendment					
CTE Perkins Basic Revenue	142 R 47131 000 000 00000 (800-809)	\$ 19,825.67					
Instructional Supplies & Materials	142 E 71300 429 000 03000 (800-809)	\$ 6,300.00					
Vocational Instruction Equipment	142 E 71300 429 000 03000 (800-809)	\$ 6,000.00					
In-Service / Staff Development	142 E 72130 524 000 03000 (800-809)	\$ 3,125.67					
Other Charges (CTSO)	142 E 72130 599 000 03000 (800-809)	\$ 2,400.00					
In-Service / Staff Development	142 E 72230 524 000 03000 (800-809)	\$ 2,000.00					

Account Level Description	Account Number Fnd T Acct Obj Prj Loc Prg	FY 25 Proposed Amendment
CTE Perkins Reserve Revenue	142 R 47131 000 000 00000 (800-809)	\$ 50,000.00
Instructional Supplies & Materials	142 E 71300 429 000 03000 (800-809)	\$ 1,250.00
Vocational Instruction Equipment	142 E 71300 429 000 03000 (800-809)	\$ 48,750.00



Tennessee Department of Education
School Safety and Transportation

SAVE Act Compliance Package

The below items are due in ePlan by **September 30, 2024**

For Questions Contact: Kimberly Daubenspeck
Kimberly.Daubenspeck@tn.gov or (615) 970-2418

ITEM	CHECK IF INCLUDED/ COMPLETED
2024-25 District-Level and School-Level Emergency Operations Plan (EOP) <i>ePlan</i>	<input checked="" type="checkbox"/>
2024-25 District and School-Level Safety Coordinators and Emergency Contact Information Spreadsheet <i>ePlan</i>	<input checked="" type="checkbox"/>
2024-25 Assurances and Cover Sheet (Signatures of the School Board Chairman, Director of Schools, and SAVE Act Coordinator) <i>ePlan</i>	<input checked="" type="checkbox"/>
2023-24 School Drill Logs <i>ePlan</i>	<input checked="" type="checkbox"/>

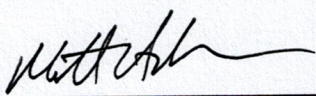
Individual Submitting Compliance Package

Local Education Agency:	Lakeland School System
Name:	Matt Adler
Title:	SAVE Act Coordinator
Address:	10050 Oak Field Lane
Address Continued:	Lakeland, TN 38002
Phone:	901-867-7071 ext 5032
Fax:	
Email Address:	madler@lakelandk12.org

**ASSURANCES
2024-25**

By signing below, I certify that all the information provided is accurate and complete to the best of my knowledge. Furthermore, I certify that our District will comply with the following:

- All reporting requirements included in [Tenn. Code Ann. § 49-6-4302](#) and the SAVE Act, codified at [Tenn. Code Ann. §§ 49-6-801-49-6-818](#);
- All action steps for implementation of the SAVE Act provided by the Department of Education, including the requirement that significant changes to the district's Emergency Operation Plans be forwarded to the Department of Education;
- All training requirements for administrators, staff and students on district and school level Emergency Operation Plans as determined by the Department of Education,
- The requirement in the SAVE Act that a copy of the district and school level Emergency Operation Plans be submitted to local law enforcement agencies and other appropriate entities; and
- The Teacher Discipline Act codified in [Tenn. Code Ann. §§ 49-6-2801 et seq.](#)

School Board Chairman *Signature of Assurances:	
Director of Schools *Signature of Assurances:	
SAVE Act Coordinator *Signature of Assurances:	
Target Date for Completion of All Action Items:	9/30/24
Today's Date:	7/24/24

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Visitors to the Schools</h2>	Descriptor Code: 1.501	Issued Date: 08/12/24
		Rescinds: 1.501	Issued: 07/01/24

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

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

Persons who come onto school property shall act according to the Lakeland School System Code of Conduct for Families, Volunteers, and Visitors as outlined below:

Lakeland School System

Code of Conduct for Families, Volunteers, and Visitors

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in Lakeland School System. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, 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 readiness for college, careers, and a successful and productive life.*

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.

Public Conduct on School Property

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

6 All visitors to a school facility outside of a public performance, athletic event, or group informational
7 meeting shall provide to the office a form of government-issued identification (including the visitor’s
8 name, date of birth, and photo), which will be recorded. Persons who do not provide required
9 identification will not be permitted on premises.

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

12 **Conduct Prohibited on School Property**

13 No person shall:

- 14 1. Act in a threatening manner (e.g., showing gross disrespect; using loud, offensive, or profane
15 language; displaying temper; or otherwise causing disruption to professional or academic
16 climate) toward any staff member or student;
- 17 2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach
18 to a child may be seen as an assault on that child and may have legal consequences);
- 19 3. Injure any other person or threaten to do so;
- 20 4. Damage or destroy school property, or threaten to damage or destroy school property or the
21 property of a teacher, administrator, other district employee or any other person lawfully on
22 school property;
- 23 5. Disrupt classes, school programs or other school activities;
- 24 6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other
25 inappropriate written communication;
- 26 7. Record or videotape any interactions within the school building where there is an expectation of
27 privacy (classroom instruction, conversations with teachers, students, staff), unless all
28 participants to the conversation have given their permission for the recording or videotaping;
- 29 8. Misuse social media to fuel campaigns and complaints against school staff, and/or other
30 parents/students through social networking and websites;
- 31 9. Misuse social media by cyberbullying and/or publicly humiliating others;

- 1 10. Disrupt school transportation or confront transportation staff on the bus, the road, in
2 neighborhoods, or on school system grounds, or enter upon a school bus without express
3 permission to do so;
- 4 11. Distribute or wear materials on school grounds or at school functions that are suggestive,
5 inappropriate, or obscene; that advocate illegal action; that promote alcohol or illegal substances;
6 that appear libelous; that obstruct the rights of others; or that are disruptive to the school program;
- 7 12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin,
8 citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability
9 or age;
- 10 13. Enter any portion of the school premises without authorization or remain in any building or
11 facility after it is normally closed;
- 12 14. Obstruct the free movement of any person in any place to which this code applies;
- 13 15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school
14 property;
- 15 16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products,
16 vaping products, controlled substances, or be under the influence on school property or at school
17 functions;
- 18 17. Possess or use firearms or dangerous weapons in or on school property or at any school function,
19 except in the case of law enforcement officers;
- 20 18. Loiter on school property or at school functions;
- 21 19. Gamble on school property or at school functions;
- 22 20. Refuse to comply with any reasonable order of identifiable school district officials performing
23 their duties;
- 24 21. Willfully incite others to commit any of the acts prohibited by this code; or
- 25 22. Violate any federal or state statute, local ordinance, or Board policy while on school property or
26 while at a school function.

27 **Consequences for Violating the Code of Conduct**

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

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

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

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/12/24
		Rescinds: 3.205	Issued: 07/10/23

1 The superintendent shall establish procedures as required to adequately protect school property which
2 shall include, but not be limited to:¹

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
5 facilities or equipment without appropriate supervision;
- 6 3. Controlling the issuance of keys and access control systems;
- 7 4. Developing programs which contribute to the proper care and use of school facilities and
8 equipment; and
- 9 5. Ensuring that equipment purchased with federal funds is managed as directed by federal and
10 state 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. If, outside of regular school hours, there is a need to unlock the
14 doors during a school activity, a school district employee shall be stationed by the door to ensure
15 access is limited to authorized persons.³

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

21 The superintendent shall develop procedures limiting the points of access to buildings when parents
22 and members of the public are invited to attend events (including but not limited to athletic events, fine
23 arts performances, open houses, parent meetings, etc.). To the extent practical, these procedures shall
24 involve the supervision of entrances by district representatives approved by the superintendent.

25 **LAW ENFORCEMENT SERVICES¹**

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

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

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

34 **CYBERSECURITY⁵**

35 The Superintendent/designee shall develop an administrative procedure regarding the district's
36 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect

- 1 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.
- 2

Legal References

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

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 08/12/24
		Rescinds: 3.400	Issued: 12/10/18

1 *General*

2 The superintendent shall contract annually or as otherwise authorized by the board with the bus
3 contractor to provide student transportation services.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 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 superintendent shall develop procedures to ensure compliance with the statutory and regulatory
11 requirements for the transportation program.

12 **RESPONSIBILITIES OF BUS OWNERS**

13 1. Each school bus and all related equipment shall be maintained in condition to operate
14 safely at all times during the school year and shall conform to specifications as set forth
15 by the State Board of Education and National Highway Traffic Safety Administration.

16 2. Each bus driver shall obey all applicable state rules and regulations.

17 3. Bus Contractor shall have on file in the superintendent's office a current statement of
18 liability and property damage insurance coverage.

19 4. Bus Contractor must specify for the superintendent's approval of the name of all
20 designated drivers including approved substitute drivers.

21 5. Bus Contractor shall submit to the superintendent the results of every approved bus
22 driver's latest physical examination.

23 6. Participate fully in the complaint process as outlined below.

24 7. Comply with recordkeeping requirements as outlined below. This includes the
25 responsibility to furnish the transportation supervisor with all necessary records on a
26 regular basis.

1 TRANSPORTATION SUPERVISOR³⁴

2 The superintendent shall appoint a transportation supervisor for the system. He/she shall be responsible
3 for the monitoring and oversight of transportation services for the district.

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

7 The superintendent shall ensure that training is completed and provide the state department of
8 education with appropriate documentation.

9 COMPLAINT PROCESS⁴⁵

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

12 1. All complaints shall be submitted to the Contractor Call Center. The transportation supervisor
13 will access the Call Center complaints on a daily basis; and

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

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

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

20 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
21 submit a preliminary report to the superintendent. This report shall include:

22 1. The time and date the complaint was received;

23 2. The name of the bus driver;

24 3. A copy or summary of the complaint; and

25 4. Any prior complaints or disciplinary actions taken against the driver.

26 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
27 submit a final written report to the superintendent that details the investigation's findings as well as the
28 action taken in response to the complaint.

29 An annual notice of this complaint process shall be provided to parents and students. This information
30 shall be made available in the student handbook and district website.

31 RECORDKEEPING⁵⁶

- 1 The transportation supervisor shall be responsible for the collection and maintenance of the following
2 records:
- 3 1. Bus maintenance and inspections forms;
 - 4 2. Bus driver credentials, including required background checks, health records, and performance
5 reviews;
 - 6 3. Driver training records; and
 - 7 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\(a\)-\(e\)](#)
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

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 08/12/24
		Rescinds: 3.602	Issued: 06/03/14

1 *General*

2 ~~The Board shall maintain adequate workers' compensation coverage according to state laws.~~ For
3 compensable on-the-job injuries (OJI), the Board shall maintain at least the minimum workers'
4 compensation coverage required by State law. A printed notice shall be posted and maintained in a
5 conspicuous place on the ~~business~~ premises regarding workers' compensation as prescribed by the
6 commissioner of labor and workforce development.¹

7 **REPORTING²**

8 Employees injured on the job are required to report their injury to their direct supervisor on the same
9 day the injury occurs, unless the employee is precluded from doing so due to hospitalization or
10 incapacity. If the employee cannot report the injury due to hospitalization or incapacity, the employee
11 is required to report the injury to their direct supervisor on the first day the employee has the capacity
12 to do so. The injured employee or his/her supervisor is responsible for immediately completing the
13 workers' compensation forms which can be found in the Staff Portal of the LSS website.

14 **SELECTION OF TREATING PHYSICIAN³**

15 Unless the injury requires emergency treatment, the employee must seek medical treatment for on-the-
16 job injuries from one of the physicians listed on the LSS approved panel of physicians. If the injury
17 requires emergency treatment the employee should seek emergency treatment at the nearest emergency
18 room. For any follow-up care that is required, the employee must select from one of the physicians
19 listed on the LSS approved panel of physicians as prescribed above. Any specialized treatment of
20 injuries must be administered by practitioners or specialists upon referral by the approved medical
21 panel.

22 **SALARY CONTINUATION**

23 Employees shall receive 100% of their pay for time off work due to compensable work-related injuries.
24 However, employees will be required to endorse all salary payments from the Workers' Compensation
25 carrier to Lakeland School System and promptly provide the payments to the Finance Department.

26 Employees shall be required to submit all claims for medical or prescription charges in the manner
27 required by the Workers' Compensation carrier.

1 Employees on Workers' Compensation leave shall forfeit all workers' compensation benefits,
2 including salary payments if the employee engages in secondary employment while on Workers'
3 Compensation leave.

4 For injuries or death due to the following, no compensation shall be permitted⁴:

- 5 1. The employee's willful misconduct;
- 6 2. The employee's intentional self-inflicted injury;
- 7 3. The employee's intoxication or illegal drug usage;
- 8 4. The employee's willful failure or refusal to use a safety device;
- 9 5. The employee's willful failure to perform a duty required by law; or
- 10 6. The employee's voluntary participation in recreational, social, athletic or exercise activities,
11 including, but not limited to, athletic events, competitions, parties, picnics, or exercise
12 programs, whether or not Lakeland School System pays some or all of the cost of the activities,
13 unless:
 - 14 a. Participation was expressly or impliedly required by LSS;
 - 15 b. Participation produced a direct benefit to LSS beyond improvement in employee health
16 and morale;
 - 17 c. Participation was during employee's work hours and was part of the employee's work
18 related duties; or
 - 19 d. The injury occurred due to an unsafe condition during voluntary participation using
20 facilities designated by, furnished by, or maintained by LSS on or off LSS's premises
21 and LSS had actual knowledge of the unsafe condition and failed to curtail the activity
22 or program or cure the unsafe condition.

23 RETURNING TO WORK

24 All employees who obtain workers' compensation must be medically cleared before they return to
25 work. Documentation from a physician on the approved medical panel shall be submitted to the
26 Human Resources Department.

Legal References

1. TCA 50-6-407
2. TCA 50-6-201
3. TCA 50-6-204
4. TCA 50-6-110

Cross References

Alcohol & Drugs in the Workplace 1.804
Sick Leave 5.302
Drug & Alcohol Testing for Employees 5.403
Physical Assault Leave 5.307

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 08/12/24
		Rescinds:	Issued: 07/11/22

1 *General¹*

2 The Assistant Superintendent and school principals shall comprise The Library Collection Committee.
3 No less than monthly the Committee shall review all new materials that are being considered for the
4 library collection. The Library Collection Committee shall approve all new materials that are deemed
5 to be appropriate to be made available by their school to their students in the school library.

6 The criterion used by the Library Collection Committee when determining whether to approve new
7 materials shall be:

8 1. Whether the materials are appropriate for the age and maturity levels of the students who have
9 access to those materials; and

10 2. Whether the materials are suitable for and consistent with the educational mission of the school.

11 The Library Collection Committee shall consult with school librarians to annually review the Library
12 Collection to determine whether there are any materials that:

13 1. May not be appropriate for the age and maturity levels of the students who have access to the
14 materials²; and/or

15 2. May not be suitable for and/or consistent with the educational mission of the school.

16 State law provides that materials containing any of the following are not appropriate for the age or
17 maturity level of a student in any of the grades K-12 and “must not be maintained in a school’s library
18 collection”:

19 1. Excess violence;

20 2. Nudity;

21 3. Sadomasochistic abuse;

22 4. Sexual conduct;

23 5. Sexual excitement;

24 6. Patently offensive material; and

1 7. **Material appealing to the prurient interest.**²

2 If the Committee determines that any of the materials in the school's library collection are not appropriate
3 for the age and maturity levels of the students who have access to the materials and/or may not be suitable
4 for and/or consistent with the educational mission of the school, the Committee shall determine one of
5 the following:

- 6 1. That the material be removed from the school's library collection; or
7 2. That the material be removed from access to students based upon students' ages or maturity
8 levels.

9 The school principal shall ensure that the Committee's annual review recommendations are carried out
10 within 30 days after receiving the Committee's recommendation.

11 A list of materials in the school's Library Collection shall be maintained on each school's website.

12 **FEEDBACK**

13 If a student, student's parent or guardian, or school employee believes that one or more of the materials
14 in the school's Library Collection of the student's or employee's school is:

- 15 1. Not appropriate for the age and maturity levels of the students who have access to the materials²;
16 and/or
17 2. Not suitable for and/or consistent with the educational mission of the school,

18 the student, student's parent or guardian, or school employee may provide feedback to the Library
19 Collection Committee of their concern.

20 The feedback must be provided on a form that will be provided on the school's website.

21
22 The Committee shall review all feedback provided and will determine the appropriate response to the
23 feedback and action, if any, to be taken based upon the review of the feedback. The Committee shall
24 provide a response to the student, student's parent or guardian, or school employee within 30 calendar
25 days of when the feedback was received by the Committee.

- 26 1. If the student, student's parent or guardian, or school employee is dissatisfied with the response
27 of the Committee, the student, student's parent or guardian, or school employee shall submit the
28 original feedback form and the Committee's response to the Lakeland School System
29 Superintendent for his/her review and evaluation. The Lakeland School System Superintendent
30 shall provide a response to the student, student's parent or guardian, or school employee within
31 30 calendar days of when the feedback was received by the Lakeland School System
32 Superintendent.
- 33 2. If the student, student's parent or guardian, or school employee is dissatisfied with the response
34 of the Lakeland School System Superintendent, the student, student's parent or guardian, or
35 school employee shall submit the original feedback form, the School Principal's response and
36 response of the Lakeland School System Superintendent to the Lakeland Board Chairman for
37 consideration by the full Lakeland Board of Education.

- 1 3. The full Lakeland Board of Education shall consider the feedback provided within 60 days
2 following the Board Chairperson’s receipt of the feedback form with responses. If a majority of
3 the Lakeland Board of Education determines that the material in question is not appropriate for
4 the age and maturity levels of the students who have access to the materials² and/or is not suitable
5 for, or consistent with, the educational mission of the school, then the school shall remove the
6 material from its Library Collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744
2. TCA 49-6-3803

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/12/24
		Rescinds: 5.307	Issued: 07/10/23

1 **General**

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

4 ~~A teacher~~ An employee who is absent from assigned duties as a result of personal injury caused by
5 physical assault or other violent criminal acts committed in the course of the ~~teacher's~~ employee's
6 employment duties shall receive his/her full salary and full benefits until the ~~teacher~~ employee is
7 released by his/her physician to return to work or his/her physician determines the ~~teacher~~ employee is
8 permanently unable to return to work. Hourly employees shall receive an amount representing the
9 average number of hours the employee works for the district per pay period along with their full
10 benefits, if available, until the employee is released by his/her physician to return to work or his/her
11 physician determines the employee is permanently unable to return to work. An hourly employee is not
12 eligible to receive the continued pay and benefits if he/she has been employed by the district for less
13 than one (1) full pay period.²

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

19 A signed statement listing the cause of the absence shall be provided by the employee on forms
20 furnished by the superintendent and shall promptly be given to the immediate supervisor in support of
21 all claims. A certificate from the physician on forms furnished by the superintendent may also be
22 required to verify the extent of the injury.²³

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

Lakeland Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 08/12/24
		Rescinds: 6.200	Issued: 12/11/23

1 *General*

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

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

6 The Student Services Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school;
- 11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license;
- 13 5. Notifying the Department of Safety whenever a student with a driver's permit or license
14 withdraws from school; and²
- 15 6. Assisting the Board, under the direction of the Superintendent, with the enforcement of the
16 compulsory attendance laws of the State, and to discharge other duties that are necessary to
17 effectuate enforcement of laws, this policy, and any procedures related to absenteeism and
18 truancy.

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

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

24 A. Excused absences shall include:⁴

- 1 1. Personal illness/injury;
- 2 a. Only ten (10) days, whether consecutive or not, can be excused by a parent note.
- 3 b. All absences over 10 days must be accompanied by a medical note.
- 4 2. Illness of immediate family member;
- 5 a. Immediate family member refers to a student's parents/guardian or sibling.
- 6 3. Death in the family;
- 7 4. Extreme weather conditions;
- 8 5. Religious observances;⁵
- 9 6. Pregnancy;
- 10 7. School endorsed activities;
- 11 8. Up to two (2) college visits on school days for 11th and 12th graders;
- 12 9. Driver's testing;
- 13 10. Summons, subpoena, or court order; or
- 14 11. Circumstances which in the judgment of the principal create emergencies over which the
- 15 student has no control.
- 16 Out-of-school suspensions are not considered excused absences.
- 17 The principal shall be responsible for ensuring that:⁶
- 18 1. Attendance is checked and reported daily for each class;
- 19 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 20 for the majority of the day;
- 21 3. All student absences are verified;
- 22 4. Written excuses are submitted for absences and tardiness; and
- 23 5. System-wide procedures for accounting and reporting are followed.
- 24 B. Absences for non-school sponsored extracurricular activities⁹:
- 25 1. School Principals may excuse a student from school attendance to participate in a non-
- 26 school sponsored extracurricular activity if the following conditions are met:
- 27 a. The student provides documentation to the school as proof of the student's participation
- 28 in the non-school sponsored extracurricular activity; and

- 1 b. The student's parent or guardian, prior to the extracurricular activity, submits to the
2 Principal or designee a written request for the excused absence. The principal will share
3 instructions for making these requests, however, the following are the basic
4 requirements for any absences meeting this criteria. The written request shall be
5 submitted no later than ~~five (5)~~ three (3) business days prior to the student's absence
6 and shall include:
- 7 i. The student's full name ~~and personal identification number~~;
 - 8 ii. The student's grade;
 - 9 iii. The dates of student's absence;
 - 10 iv. The reason for the student's absence; and
 - 11 v. The signature of the student and the student's parent or guardian.
- 12 2. The Principal or designee shall indicate in writing whether the absence is excused or
13 unexcused.
- 14 3. The maximum number of days for which school Principals may excuse students for non-
15 school sponsored extracurricular activities is five (5) per school year; provided that the
16 Principal may limit the number of days for which students may be excused based upon the
17 student's grades or disciplinary record.
- 18 4. No absences requested during the state-approved TCAP testing window or semester exams
19 will be considered for approval.
- 20

21 All absences must be verified in writing by the parent within three (3) business days of the student's
22 return to school.

23 Absences for which no written verification is submitted will be considered unexcused.

24 Students who have more than five (5) unexcused absences have the opportunity to appeal to the
25 Student Services Supervisor. The decision of the Student Services Supervisor shall be final.

26 Students participating in school sponsored activities shall be counted present.

27 **TRUANCY**

28 *General*

29 Annually, the Superintendent/designee will provide written notice to parent(s)/guardian(s) that
30 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
31 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
32 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
33 considered present for school attendance purposes. If a student is required to participate in a remedial
34 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)

1 and the school system provides transportation, unexcused absences from these programs shall be
2 reported in the same manner.⁷

3 A student who is absent five (5) days without adequate excuse shall be reported to the
4 Superintendent/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
5 student's absence. If a parent/guardian does not provide documentation within adequate time excusing
6 those absences, or request an attendance hearing, then the Superintendent shall implement tier two and
7 tier three of the progressive truancy plan described below prior to referral to juvenile court.

8 *Progressive Truancy Plan*⁸

9 Tier I of the progressive truancy plan shall apply to all students within the district and include
10 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
11 include, but are not limited to, positive reinforcement and incentive programs, class and school-wide
12 recognition, and programs that recognize improved attendance.

13 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
14 unexcused absences, but before referral to juvenile court, and includes the following:

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

28 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
29 consist of one or more of the following interventions: RTI2B Tier III interventions, school-based
30 community services; participation in a school-based restorative justice program, referral to a school-
31 based teen court; Saturday or after-school courses designed to improve attendance and behavior.

32 The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be
33 approved by the Superintendent/designee.

34 If truancy interventions are unsuccessful, or the parent/guardian is unwilling to cooperate with the
35 truancy intervention requirements outlined in the progressive truancy plan, then the director of schools,
36 or designee, may report the student's absences to the appropriate judge without completing the
37 intervention tiers.

38 **MILITARY SERVICE OF PARENT/GUARDIAN**

1 School principals shall provide students with a one-day excused absence prior to the deployment of
2 and a one-day excused absence upon the return of a parent or custodian serving active military service.

3 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
4 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
5 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
6 missed during these absences.

7 **RELEASED TIME COURSE¹⁰**

8 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
9 one (1) class period per school day. Students shall not be excused during any class which requires an
10 examination for state or federal accountability purposes. The released time course shall be conducted
11 off public school property and shall coincide with school class schedules. No public funds shall be
12 expended and no public school personnel shall be involved in providing the instruction for released
13 time courses.

14 The student shall submit a written consent form signed by the student's parent/guardian prior to
15 participation in the released time course. The principal/designee shall document the approval in
16 writing. The student shall provide documentation to the principal/designee as proof of the student's
17 participation in the released time course. The entity providing the religious moral instruction shall
18 maintain attendance records and make the records available to Lakeland School System. The student
19 shall assume responsibility for any missed schoolwork.

20 The district shall not be responsible for transporting students to and from the place of instruction. The
21 entity providing the religious moral instruction shall assume liability for the student attending the
22 released time course from the time that the student leaves the school until the student returns to the
23 school.

24 **MAKE-UP WORK**

25 Students will be allowed one additional day for each excused absence to complete make-up work,
26 tests, or other assignments that were due during their absence for full credit. Requests for exceptions to
27 this policy shall be made first to the classroom teacher then to the principal for any final decisions.

28 **STATE-MANDATED ASSESSMENT**

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

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

1 CREDIT/PROMOTION DENIAL

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

- 5 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
6 credit/promotion denial due to excessive absenteeism; and
7
- 8 2. Procedures in due process are available to the student when credit or promotion is denied.

9 DRIVER'S LICENSE REVOCATION²

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

12 ATTENDANCE HEARING¹²

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

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

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

Legal References

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

Cross References

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

9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b);
Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Students from Military Families 6.506
Student Records 6.600



Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Elementary	\$5	Art Club Fee	Art Club
Lakeland Elementary	Not to exceed \$300	Camp Invention Fee	Camp Invention
Lakeland Elementary	Not to exceed \$150	Chess Club Fee	Chess Club
Lakeland Elementary	\$150	Drama Camp Fee	Drama Camp
Lakeland Elementary	Not to exceed \$75	Drama Club Fee	Drama Club
Lakeland Elementary	Not to exceed \$100	Kindergarten Camp Fee	Kindergarten Camp
Lakeland Elementary	Not to exceed \$200	Lego Club Fee	Lego Club
Lakeland Elementary	Not to exceed \$75	Memphis Youth Athletics	Cross Country
Lakeland Preparatory	Not to Exceed \$100	5-6 Winter Musical Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	5-6 Winter Musical Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$100	7-10 Fall Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Fall Production Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$150	7-10 Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Spring Production Crew Fee	Theatre
Lakeland Preparatory	\$40	Local Membership Fee	American Chemical Society
Lakeland Preparatory	Not to exceed \$400	Baseball Fee	Baseball
Lakeland Preparatory	Not to exceed \$1000	Basketball Cheerleading Fee	Basketball Cheer
Lakeland Preparatory	\$21	Battle of the Books Fee	Battle of the Books
Lakeland Preparatory	Not to exceed \$300	Bowling Fee	Bowling
Lakeland Preparatory	Not to exceed \$375	Boys Basketball Fee	Boys Basketball
Lakeland Preparatory	Not to exceed \$400	Boys Lacrosse Fee	Boys Lacrosse
Lakeland Preparatory	Not to exceed \$550	Boys Soccer Fee	Boys Soccer
Lakeland Preparatory	\$250	Chess Club Fee	Chess Club
Lakeland Preparatory	Not to exceed \$4500	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Preparatory	Not to exceed \$200	Cross Country Fee	Cross Country
Lakeland Preparatory	Not to exceed \$20	DECA Membership	CTE Student Organization (Entrepreneurship)



Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$50	Events Sponsored by WTVMEA (All West, Choral Festival, Workshops)	Honor Choir
Lakeland Preparatory	\$250	Fall Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$375	Football Fee	Football
Lakeland Preparatory	Not to exceed \$375	Girls Basketball Fee	Girls Basketball
Lakeland Preparatory	Not to exceed \$400	Girls Lacrosse Fee	Girls Lacrosse
Lakeland Preparatory	Not to exceed \$550	Girls Soccer Fee	Girls Soccer
Lakeland Preparatory	Not to exceed \$250	Golf Fee	Golf
Lakeland Preparatory	\$14	HOSA Membership Fee	CTE Student Organization (Health Sciences)
Lakeland Preparatory	Not to exceed \$50	International Thespian Society (High School)	Theatre
Lakeland Preparatory	\$20	Jazz Band Fee	Band
Lakeland Preparatory	Not to exceed \$30	Jr International Thespian Society (Middle School)	Theatre
Lakeland Preparatory	\$32	Junior Beta Club Membership Fee	Junior Beta Club
Lakeland Preparatory	Not to exceed \$50	Knowledge Bowl Team Fees	Knowledge Bowl Club
Lakeland Preparatory	Not to exceed \$500	Marching Band and Color Guard Fee	High School Band and Color Guard
Lakeland Preparatory	\$5	National Elementary Honor Society Dues	NEHS
Lakeland Preparatory	\$40	National Honor Society Membership Fee	NHS
Lakeland Preparatory	\$15	National Junior Honor Society Dues	NEJS
Lakeland Preparatory	\$50	Parking Fee	Administrative
Lakeland Preparatory	Not to exceed \$25	PSAT Exam Fee	PSAT Test
Lakeland Preparatory	Not to exceed \$100	Robotics Competition Fees	Robotics Club
Lakeland Preparatory	\$10	Club Fee	MS Science Club
Lakeland Preparatory	Not to exceed \$20	Skills USA Membership	CTE Student Organization (Criminal Justice)
Lakeland Preparatory	Not to exceed \$400	Softball Fee	Softball
Lakeland Preparatory	\$100	Spring Production Cast Fee	Theatre
Lakeland Preparatory	\$250	Spring Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$300	Spring Tennis Fee	Tennis



Proposed 08/12/24

Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$300	Swimming Club Fee	Swim Club
Lakeland Preparatory	Not to exceed \$250	Track & Field Fee	Track & Field
Lakeland Preparatory	Not to exceed \$20	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$350	Volleyball Fee	Volleyball
Lakeland Preparatory	Not to exceed \$325	Winter Guard Fee	Winter Guard
Lakeland Preparatory	Not to exceed \$300	Wrestling Fee	Wrestling



Proposed 08/12/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Elementary	\$10	4th Grade Recorder Fee	Music
Lakeland Elementary	Not to exceed \$10	Class T-Shirt Fee	School-wide
Lakeland Elementary	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Elementary	\$30	Technology Fee	School-wide
Lakeland Preparatory	\$200	½ Credit Per Session Fee	Credit Recovery
Lakeland Preparatory	\$50	5 Day Art (All Grades)	Art
Lakeland Preparatory	\$20	5th Grade Art and 6th Grade MAPS Rotation Art	Art
Lakeland Preparatory	\$25	AAPPL Language Test	French
Lakeland Preparatory	\$25	AAPPL Language Test	Spanish
Lakeland Preparatory	\$98	Advanced Placement (AP) Exam Fee	Various
Lakeland Preparatory	\$80	Autodesk Inventor Certification	STEM III
Lakeland Preparatory	\$75	Band Instrument Rental Fee (Summer)	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Instrument Rental Fee Per Semester	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Shirt and Supply Fee	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Preparatory	\$20	Course Fee	Introduction to Theatre
Lakeland Preparatory	\$20	Course Fee	Acting
Lakeland Preparatory	\$20	Course Fee	Tech Theatre
Lakeland Preparatory	\$40	Course Fee	CTE Audio Visual Technology I and II
Lakeland Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Preparatory	\$40	Instructional Technology Fee	School-wide



Proposed 08/12/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$25	Lab fee	Chemistry
Lakeland Preparatory	\$25	Lab fee	Biology
Lakeland Preparatory	\$40	Lab Fee	AP Environmental Science
Lakeland Preparatory	\$25	Lab Fee	CTE Health Science Education
Lakeland Preparatory	\$25	Lab Fee	CTE Medical Therapeutics
Lakeland Preparatory	\$25	Lab Fee	Earth Science
Lakeland Preparatory	\$30	Lab Fee	Anatomy and Physiology
Lakeland Preparatory	\$30	Lab Fee	Physics
Lakeland Preparatory	\$40	Lab Fee	AP Biology
Lakeland Preparatory	\$40	Lab Fee	AP Chemistry
Lakeland Preparatory	\$25	Lab Fee	CTE STEM I
Lakeland Preparatory	\$25	Lab Fee	CTE STEM II
Lakeland Preparatory	\$25	Lab Fee	CTE STEM III
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Anatomy and Physiology
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Biology
Lakeland Preparatory	\$25	Local Dual Credit Wellness Course Exam Fee	Wellness
Lakeland Preparatory	\$96	Microsoft Office Specialist Certification	CTE Entrepreneurship
Lakeland Preparatory	\$10	MS Science Lab Fee	All MS Science Courses
Lakeland Preparatory	\$32	OSHA 10 Certification Fee	CTE
Lakeland Preparatory	\$25	PE Uniform Fee	PE
Lakeland Preparatory	Not to exceed \$60	Pre-Engineering and Robotics Certification	STEM II



Proposed 08/12/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$10	Recorder Fee	Music (5th Grade)
Lakeland Preparatory	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Preparatory	\$75	Strings Shirt and Supply Fee	Strings
Lakeland Preparatory	\$20	Course Fee	Middle School Theatre Courses
Lakeland Preparatory	\$25	Course Fee	Middle School STEM Courses



LAKELAND PREPARATORY

24-25 Sports

Middle School Football	6-8	MS Track Boys	6-8
High School Football	9-12	MS Track Girls	6-8
MS Basketball Boys	6-8	HS Track Boys	9-12
MS Basketball Girls	6-8	HS Track Girls	9-12
HS Basketball Boys	9-12	HS Cross Country Boys	9-12
HS Basketball Girls	9-12	MS Cross Country Boys	6-8*
MS Baseball	6-8	HS Cross Country Girls	9-12
HS Baseball	9-12	MS Cross Country Girls	6-8*
HS Bowling	9-12	HS Soccer Boys	9-12
MS Cheer-basketball	5-8	HS Soccer Girls	9-12
HS Cheer-basketball	9-12	MS Soccer Boys	6-8
MS Cheer Competitive	5-8	MS Soccer Girls	6-8
HS Cheer Competitive	9-12	HS Lacrosse Boys	9-12
MS Volleyball	6-8	MS Lacrosse Boys	5-8
HS Volleyball	9-12	HS Swimming	9-12
MS Softball	6-8	MS Swimming	6-8*
HS Softball	9-12	HS Tennis	9-12
HS Golf Boys	9-12	MS Tennis	6-8*
HS Golf Girls	9-12	HS Wrestling	9-12
MS Golf Boys	6-8		
MS Golf Girls	6-8		

Some TSSAA sports allow 8th graders to participate on high school teams, but that varies by sport and may vary by season. Coaches will announce during tryouts whether 8th graders are eligible to try out for high school teams. *5th graders may participate in Cross Country practices with LPS, but they run on LES's team. 5th graders may practice with middle school swim, however they cannot compete until they are in 6th grade.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Junior Beta Club	6th, 7th, 8th	National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders. The National Beta Club is an organization for 4th through 12th grade students in the United States. Its purpose is "to promote the ideals of academic achievement, character, leadership and service among elementary and secondary school students."
Art Club	5th, 6th, 7th, 8th	*These clubs may be combined or may stay separate. 5th-6th Grade Art Club will be tailored to students who want to dive a little deeper in the art making process. Students will be focusing on an artist and creating artwork that is inspired by that artist. Students involved in art classes should apply. Art Club will meet once a week for a 4-5 week period during the second semester. 7th-8th Grade Art Club will include (but is not limited to) creating banners, posters, etc. for school events. They will also be involved in creating art for the plays. Students will be required to have a high level of artistic skills and be self motivated to complete projects. Art Club will meet periodically throughout the year.
Chess Club	5th, 6th, 7th, 8th	Students learn and play chess! FOUNDERS OF MID-SOUTH CHESS are International Grandmaster Alex Stripunsky, a competitive player and premier chess instructor dedicated to spreading quality chess in the Mid-South, and International Master Jake Kleiman, a native Memphian and Phi Beta Kappa Rhodes College graduate recognized as one of the top players in the country. MID-SOUTH CHESS INSTRUCTORS are college students and recent graduates who must exhibit chess ability, skill, enthusiasm, play actively, possess communicative-child friendly skills and fine moral character. Our instruction has spanned 21 years in Memphis and includes coaching elementary, middle, and high school students, camps, tournaments, seminars, and simultaneous chess exhibitions.
Drama Club - Soon to be Thespian Troupe	5th, 6th, 7th, 8th	Jr. Thespian and Thespian Troupe 10902 - Lakeland Preparatory School - Commitment to theatre is what the International Thespian Society is all about. The Society was established in 1929 by a group of college and high school teachers in Fairmont, West Virginia. They named their organization for Thespis, the Greek who, according to legend, was the first actor; their guiding principle was a dedication to excellence in theatre arts in secondary schools. In the years since, the Society has grown into an international organization with more than 2.2 million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for good theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. This school year we will hold Thespian meetings, elect officers, attend the TN Thespian Conference in January and have special events. We are excited for the future of Jr. Thespian and Thespian Troupe 10902.
Jazz Band	5th, 6th, 7th, 8th	The LPS Jazz Bands will serve as an introduction to the rich history of jazz music. Through ensemble rehearsal, individual practice, and a variety of performance opportunities, the student will gain an understanding and appreciation for this great art form. Emphasis will be placed on rudimentary improvisational skills, a sense of personal accountability, and musicianship as well as performance techniques. Members will study and perform different forms of music including jazz, funk, and blues. Each student is expected to show musical and technical growth through participation in this ensemble. Public and outside of school day performances are a requirement of the ensemble.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Gamers Unplugged	5th, 6th, 7th, 8th	Gamers Unplugged is a time for students to unplug from technology and have fun with their fellow classmates. Students play non-electronic card games, board games, and building games with one another. This club was funded by an LEF grant and will enter into its second year this school year. The club had 59 members last school year.
National Elementary Honor Society	5th	The National Elementary Honor Society (NEHS) provides students in Fifth Grade a place to develop and apply their passion for service, while obtaining the skills to be confident young leaders for years to come. NEHS membership is centered on recognizing students for their accomplishments while challenging and equipping them to develop further as leaders through service to their school and community. The NEHS program empowers and equips our students with the knowledge and skills to be transformative leaders in our school, community, and beyond.
National Junior Honor Society	6th, 7th, 8th	The National Junior Honor Society (NJHS) provides students with the opportunity to show their outstanding qualities in scholarship, character, citizenship, leadership, and service. NJHS is an honor society that meets once a month; we have guest speakers, group building exercises, and discussions about the five pillars that form the foundation of NJHS.
Spanish Club	5th, 6th, 7th, 8th	This club is for students to come and explore the diverse perspectives of the Spanish speaking world. Whether to bolster the learning taking place in Spanish class or to increase awareness and curiosity for language learning and culture, Spanish club provides a safe space for all middle school students to engage in some cultural celebrations, experience some traditional foods, play with the language, listen to guest native speakers, and understand more about what connects us all as a global community.
Student Ambassadors	5th, 6th, 7th, 8th	The LPS Student Ambassadors Program is a leadership opportunity for students who would like to represent Lakeland Preparatory School. This group of students will be dedicated to the positive promotion of our school. They will play an active role in welcoming new students, leading school tours for visitors, and helping with a variety of school-related events. Ambassadors will show leadership, good judgment, maturity, honesty, and integrity while upholding their responsibilities of being a model student.
Student Council (MS)	5th, 6th, 7th, 8th	This is an annually elected body of students serving the high school student community. It consists of 4 officer positions (President, Vice President, Secretary and Historian) and 5 representatives from each class (freshmen, sophomores, juniors, seniors). The entire council meets monthly and the executive council meets bi weekly. The group carries out a variety of events, activities and programs with the aim of fostering community and school spirit. Students may also be asked to work in tandem with faculty and administration in advising policies which affect student life.
Origami Club	5th, 6th, 7th, 8th	The Origami Club focuses on a different paper folding project each meeting, ranging from small boxes to animals. Club members may request to lead a meeting to teach the group how to create an origami project of their choice. No experience is required and all ability levels are welcome. Only students in grades 5-8 may join.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Robotics Club	6th, 7th, 8th	This program will primarily focus on VEX IQ Robotic Competitions. VEX IQ is the world's largest robotics competitions for middle school students. Student's (grade 6-8) required applications will be considered and awarded final membership via teacher invitation. Selected team members will apply classroom STEM concepts, complete research, and create innovative CODING solutions to problems. Teams will also work together using a completely tool-less method of robotic assembly. This is a multi-membered team activity. Students MUST be dedicated to working both independently and collectively within their group. Members MUST also be committed to attending EVERY meeting and participating throughout their time on the team.
Kindness Club	5th, 6th, 7th, 8th	This 5 - 8 club works to highlight LPS groups, students, or teachers to spread kindness to. Typically, we create cards and goodie bags. It is a free club.
Pokemon Club	5th, 6th, 7th, 8th	This 5 - 8 club is a place for students to play the Pokémon card game. Students may leave cards with Mrs. Campbell in the morning on club days. They may show their cards during club time, but they may not have them out at school.
History Club	8th	This new club will serve as a "deeper dive" into the 8th Grade Social Studies curriculum. It will increase students' enthusiasm for American history (especially Tennessee history) through morning meetings and parent-accompanied Saturday field trips to historic sites and museums. History club students would also learn how to properly raise, lower, and fold our school's flags, assisting Student Council with flag duty when needed.
Battle of the Books	5th and 6th	Students read books and come together, usually in groups, to demonstrate their abilities and to test their knowledge of the books they have read.
LPS Community Book Club	7th and 8th	In our club students in grades 7 and 8 will participate in a book club with the faculty and staff. Students will meet twice a month. At one meeting students will write discussion questions and plan the club meeting. The second meeting of the month will be with the faculty/staff participants. At this time students will take turns asking discussion questions about the book and leading the conversations. Each month there will be a new book that is appropriate for all audiences in the club.
Lunch Time Book Club	5th-8th	The librarian will choose the books, and students will participate in reading and discussing the books during lunch usually once per week.
Science Club	6th-8th	The Science Club is a 6-8 grade club. Students will experiment with the Magic of Science at each meeting!



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Knowledge Bowl	9-12	This is a high school based club which practices competitive knowledge based questions in a timed scenario. The team competes against other area high schools in local tournaments and WREG's pre-recorded, televised tournament. The team practices monthly and holds other practice rounds as necessary.
HS Student Council	9-12	This is an annually elected body of students serving the high school student community. It consists of 4 officer positions (President, Vice President, Secretary and Historian) and 5 representatives from each class (freshmen, sophomores, juniors, seniors). The entire council meets monthly and the executive council meets bi weekly. The group carries out a variety of events, activities and programs with the aim of fostering community and school spirit. Students may also be asked to work in tandem with faculty and administration in advising policies which affect student life.
BETA Club	9-12	"National Beta is committed to recognizing high academic achievement, rewarding and nurturing worthy character, fostering leadership skills and encouraging service to others."
Art Club	9-12	Art club is a chance for students who have a strong interest in art to come and create along with other like minded students. We will have different projects and pieces that will help students to understand art and its relation to the school and community. Students applying should be responsible, self motivated, and excel in the art classroom.
Robotics Club	9-12	Planning and Preparing for Robotics Competitions
Marching Band	9-12	The Marching Band is a music ensemble that meets during the summer and fall. The ensemble consists of woodwinds, brass, percussion, and a color guard. The Marching band provides entertainment at home football games, local events, and competes all over the Mid-South.
Color Guard/Winter Guard	9-12	Color guard is a part of the marching band that uses flags, dance, rifles, sabres, and other equipment to visually represent what is happening in the music. Since color guard is part of the marching band, the season begins mid-summer and continues throughout the fall. Winterguard is a group that uses choreography, dancing, staging, and equipment (flags, rifles, sabres, etc.) to interpret music. Although similar to color guard, winterguard is performed indoors without the band and occurs during the winter/spring seasons.
Emerging Bilingual Club	9-12	The Emerging Bilingual Club proposes to promote awareness, appreciation, and understanding of the people and diverse cultural productions of the languages around the world. It also proposes to contribute and encourage the study and appreciation of world languages. Finally, it proposes to foster friendly relations with other clubs and organizations, as well as the community, and to work with them to better understand diversity through cultural awareness. The Emerging Bilingual Club is composed of students in all levels or just those who are interested in diverse cultures.
Technology Community	9-12	Students will learn the importance of using graphic design and communication as a tool to keep our community informed of events and happenings within the school. Students will learn to design, edit, and proof graphics and articles as well as utilize technology to provide resources and technology tutorials to the community and school. Students will also learn the importance of digital citizenship and understand the digital footprint their interactivity with technology creates.



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Theatre - Soon to be Thespian Troupe	9-12	Jr. Thespian and Thespian Troupe 10902 - Lakeland Preparatory School - Commitment to theatre is what the International Thespian Society is all about. The Society was established in 1929 by a group of college and high school teachers in Fairmont, West Virginia. They named their organization for Thespis, the Greek who, according to legend, was the first actor; their guiding principle was a dedication to excellence in theatre arts in secondary schools. In the years since, the Society has grown into an international organization with more than 2.2 million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for good theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. This school year we will hold Thespian meetings, elect officers, attend the TN Thespian Conference in January and have special events. We are excited for the future of Jr. Thespian and Thespian Troupe 10902.
HOSA Health Occupations Students of America	9-12	HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. https://hosa.org/
DECA Distributive Education Clubs of America	9-12	DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. https://www.deca.org/
SkillsUSA	9-12	A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service occupations. https://www.skillsusa.org/
TSA Technology Student Association	9-12	The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics (STEM) concepts through co-curricular activities, competitions and related programs. https://tsaweb.org/
History Club	9-12	This new club will serve as a "deeper dive" into the 8th Grade Social Studies curriculum. It will increase students' enthusiasm for American history (especially Tennessee history) through morning meetings and parent-accompanied Saturday field trips to historic sites and museums. History club students would also learn how to properly raise, lower, and fold our school's flags, assisting Student Council with flag duty when needed.
National Honor Society	10-12	The National Honor Society enshrines four pillars at its heart: Scholarship, Service, Leadership, and Character. More than mere badges of honor for NHS members, these principles are transformative keys that unlock potential, enhancing every student's educational journey, and ultimately empowering them to make profound, enduring contributions to our world.
Lunch Time Book Club	9-12	The librarian will choose the books, and students will participate in reading and discussing the books during lunch usually once per week.



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Chess Club	9-12	Students learn and play chess! FOUNDERS OF MID-SOUTH CHESS are International Grandmaster Alex Stripunsky, a competitive player and premier chess instructor dedicated to spreading quality chess in the Mid-South, and International Master Jake Kleiman, a native Memphian and Phi Beta Kappa Rhodes College graduate recognized as one of the top players in the country. MID-SOUTH CHESS INSTRUCTORS are college students and recent graduates who must exhibit chess ability, skill, enthusiasm, play actively, possess communicative-child friendly skills and fine moral character. Our instruction has spanned 21 years in Memphis and includes coaching elementary, middle, and high school students, camps, tournaments, seminars, and simultaneous chess exhibitions.
American Chemical Society	9-12	Create opportunities for students studying chemical science to become better acquainted with peers in the following ways: secure the intellectual stimulation that arises from professional association, obtain experience in preparing and presenting technical material before audiences focusing on chemistry, foster a professional spirit among the members, instill a professional pride in the chemical sciences, foster an awareness of the responsibilities and challenges of the modern chemist



Laura Harrison
Board Chair

Jeremy Burnett
Board Vice-Chair

Keith Acton
Board Member

Michelle Childs
Board Member

Deborah Thomas
Board Member

Ted Horrell
Superintendent

2024-2025 Lakeland School Board Meeting Dates

August 2024	September 2024	October 2024	November 2024	December 2024	January 2025
5 Work Session <i>5:45pm Lakeland City Hall</i>	3* Work Session <i>*Tuesday 5:45pm Lakeland City Hall</i>	7 Business Meeting <i>5:45pm Lakeland City Hall</i>	4 Business Meeting <i>5:45pm Lakeland City Hall</i>	2 Work Session <i>5:45pm Lakeland City Hall</i>	7* Work Session <i>*Tuesday 5:45pm Lakeland City Hall</i>
12 Business Meeting <i>5:45pm Lakeland City Hall</i>	9 Business Meeting <i>5:45pm Lakeland City Hall</i>			9 Business Meeting <i>5:45pm Lakeland City Hall</i>	13 Business Meeting <i>5:45pm Lakeland City Hall</i>
					24* Board Retreat <i>*Friday Time and Location TBD</i>

February 2025	March 2025	April 2025	May 2025	June 2025	July 2025
3 Business Meeting <i>5:45pm Lakeland City Hall</i>	3 Work Session <i>5:45pm Lakeland City Hall</i>	7 Work Session <i>5:45pm Lakeland City Hall</i>	5 Work Session <i>5:45pm Lakeland City Hall</i>	2 Work Session <i>5:45pm Lakeland City Hall</i>	7 Work Session <i>5:45pm Lakeland City Hall</i>
	10 Business Meeting <i>5:45 pm Lakeland City Hall</i>	14 Business Meeting <i>5:45 pm Lakeland City Hall</i>	12 Business Meeting <i>5:45pm Lakeland City Hall</i>	9 Business Meeting <i>5:45pm Lakeland City Hall</i>	14 Business Meeting <i>5:45pm Lakeland City Hall</i>

****Meeting dates, times and location are subject to change. Meeting dates, times and agendas will always be posted in advance at <http://www.lakelandk12.org/>**



Lakeland School System Five-Year Strategic Plan

Vision Statement:

To provide a nurturing and dynamic learning environment that empowers students to **Learn, Grow, and Lead** in all aspects of their lives.

Mission Statement:

To foster a community of lifelong learners through innovative teaching, supportive relationships, and diverse opportunities, preparing students to **Learn, Grow, and Lead** in society and in life beyond secondary school.

Broad Goal 1: Enhance Academic Excellence

Objective 1.1: Develop and implement a comprehensive curriculum review process to ensure alignment with state standards and the inclusion of advanced and remedial coursework, enabling students to **Learn** at the highest levels.

- Action 1.1.1: Establish a curriculum review committee comprised of teachers, administrators, and curriculum specialists.

- Action 1.1.2: Conduct annual curriculum audits to identify gaps and areas for enhancement.
- Action 1.1.3: Incorporate feedback from students, parents, and teachers into the curriculum development and approval process.

Objective 1.2: Expand access to Advanced Placement (AP), Dual Enrollment (DE), Honors courses, and Career & Technical Education (CTE) programs to help students **Grow** academically.

- Action 1.2.1: Evaluate and, if possible, increase the number of Advanced Placement (AP), Dual Enrollment (DE), Honors courses, and Career & Technical Education (CTE) courses offered each year.
- Action 1.2.2: Provide professional development for teachers to qualify for and effectively teach advanced courses.
- Action 1.2.3: Implement a mentorship program for students to support their academic growth.

Objective 1.3: Implement a robust professional development program for teachers, administrators, and other non-teaching staff focused on innovative teaching strategies and differentiated instruction, fostering educators who **Lead** in their field.

- Action 1.3.1: Schedule regular professional development workshops on innovative teaching practices.
- Action 1.3.2: Create and support peer observation and feedback opportunities for teachers to **Learn** from each other.

- Action 1.3.3: Provide financial and logistical support for teachers, administrators, and other non-teaching staff to attend external educational conferences, particularly those that focus on content area expertise and pedagogy.

Objective 1.4: Increase the use of data-driven, real-time intervention to identify and support students' individual learning needs, ensuring each student can **Learn** effectively.

- Action 1.4.1: Further develop our advanced data management system and the use of Professional Learning Communities (PLCs) to track student performance and progress.
- Action 1.4.2: Further train teachers on how to interpret and use data to inform instruction.
- Action 1.4.3: Further develop the capacity of PLCs to develop targeted intervention strategies for struggling students.

Objective 1.5: Establish a college and career readiness program that includes career exploration, internships, and partnerships with local businesses and colleges, preparing students to **Lead** in their future careers.

- Action 1.5.1: Develop a comprehensive college and career readiness curriculum starting in middle school and continuing throughout high school.
- Action 1.5.2: Create partnerships with local businesses and organizations to offer internship, externship, and work-based learning opportunities.
- Action 1.5.3: Organize college fairs and career days to expose students to various post-secondary options.

Broad Goal 2: Improve Student Support and Well-Being Through a Culture of Respectful Behaviors

Objective 2.1: Develop a comprehensive student support program integrated across all grade levels to help students **Grow** emotionally and socially.

- Action 2.1.1: Integrate student support opportunities into the weekly schedule of all grade levels.
- Action 2.1.2: Provide training for teachers and staff on the principles and practices of student support programs.
- Action 2.1.3: Create a resource library of materials and activities to support student support programs initiatives.

Objective 2.2: Increase the number of district and school-based student support staff to provide more individualized attention and mental health resources, ensuring students can **Learn** in a supportive environment.

- Action 2.2.1: Conduct an annual formal evaluation into the effectiveness of counseling and student support programs to determine the need for additional support staff.
- Action 2.2.2: Offer regular mental health workshops and counseling sessions for students.
- Action 2.2.3: Further educate parents and students on our anonymous reporting system for students to seek help or report concerns.

Objective 2.3: Implement programs on respectful behavior and initiatives to promote a safe and inclusive school environment where all students can **Grow** without fear.

- Action 2.3.1: Launch a comprehensive campaign focusing on respectful behaviors with student involvement.
- Action 2.3.2: Conduct regular anti-bullying workshops and assemblies.
- Action 2.3.3: Establish clear policies and procedures for reporting and addressing bullying incidents.

Objective 2.4: Create a mentoring program pairing students with staff and community members to support academic and personal growth, guiding them to **Lead** by example.

- Action 2.4.1: Develop a structured mentoring program with training for mentors.
- Action 2.4.2: Match students with mentors based on interests and needs.
- Action 2.4.3: Schedule regular mentoring sessions and check-ins to monitor progress.

Objective 2.5: Establish wellness programs that include physical fitness, nutrition education, and mindfulness practices to help students **Grow** in all areas of health and wellness.

- Action 2.5.1: Introduce daily physical activity breaks and fitness programs.
- Action 2.5.2: Implement nutrition education in health classes and through school meal programs.
- Action 2.5.3: Offer mindfulness and stress-reduction workshops for students and staff.

Broad Goal 3: Strengthen Community Engagement and Communication

Objective 3.1: Develop a comprehensive communication plan to streamline information sharing with parents, students, and the community, fostering a culture where everyone can **Learn** together.

- Action 3.1.1: Research, develop, and train parents on a centralized online platform for all school-related information and updates for parents.
- Action 3.1.2: Use multiple communication channels (e.g., newsletters, social media, email) to reach all stakeholders.
- Action 3.1.3: Conduct regular surveys to gather feedback on communication effectiveness and areas for improvement.

Objective 3.2: Establish regular town hall meetings and forums for parents and community members to provide feedback and stay informed about school initiatives, ensuring the community can **Grow** with the school.

- Action 3.2.1: Schedule quarterly town hall meetings with the school or district administration.
- Action 3.2.2: Create focused discussion groups on specific topics of interest.
- Action 3.2.3: Provide summaries and follow-up actions from meetings to all stakeholders.

Objective 3.3: Increase partnerships with local businesses, organizations, and higher education institutions to enhance educational opportunities and resources, enabling students and the community to **Lead** collaboratively.

- Action 3.3.1: Identify and reach out to potential community partners.
- Action 3.3.2: Develop joint programs and projects that benefit both students and partners.
- Action 3.3.3: Recognize and celebrate successful partnerships through events and communications.

Objective 3.4: Partner with School Support Organizations to publicize volunteer opportunities for all students while encouraging community members to get involved in school activities and events, helping students see real-world examples of leadership.

- Action 3.4.1: Create a database of volunteer opportunities and community needs.
- Action 3.4.2: Host volunteer orientation and training sessions.
- Action 3.4.3: Recognize and celebrate the contributions of volunteers regularly.

Objective 3.5: Create a student ambassador program to promote school spirit and involve students in community outreach, encouraging them to **Lead** both inside and outside of school.

- Action 3.5.1: Select and train student ambassadors on leadership and communication skills.
- Action 3.5.2: Organize community service projects and events led by student ambassadors.

- Action 3.5.3: Highlight the achievements of student ambassadors in school communications and events.

Broad Goal 4: Upgrade Facilities and Technology

Objective 4.1: Conduct a facilities audit to identify and prioritize maintenance and improvement needs to create an environment where students can **Learn** safely.

- Action 4.1.1: Hire a professional firm to conduct a comprehensive facilities audit.
- Action 4.1.2: Develop a prioritized list of maintenance and improvement projects.
- Action 4.1.3: Secure funding and begin implementation of high-priority projects.

Objective 4.2: Develop a long-term facilities master plan that includes building upgrades, expansion projects, and new construction as needed, ensuring students have the space to **Grow**.

- Action 4.2.1: Form a facilities planning committee with representatives from all stakeholder groups.
- Action 4.2.2: Engage architects and planners to draft a master plan based on current and future needs.
- Action 4.2.3: Present the master plan to the community and revise based on feedback before final approval.

Objective 4.3: Invest in up-to-date technology infrastructure to support digital learning and administrative efficiency, helping the school system **Lead** in educational technology.

- Action 4.3.1: Upgrade network infrastructure to support increased digital learning demands.
- Action 4.3.2: Provide professional development for teachers on integrating technology into instruction.
- Action 4.3.3: Implement a tech support system for students and staff to address issues promptly.

Broad Goal 5: Foster a Culture of Continuous Improvement and Innovation

Objective 5.1: Establish a district-wide innovation team to explore and implement cutting-edge educational practices and technologies, positioning the district to **Lead** in educational innovation.

- Action 5.1.1: Form an innovation team with members from various departments.
- Action 5.1.2: Conduct regular meetings to explore new educational technologies and practices.
- Action 5.1.3: Pilot innovative projects and scale successful initiatives district-wide.

Objective 5.2: Encourage and support student-led initiatives and projects that foster creativity, problem-solving, and entrepreneurship, empowering students to **Learn** by doing and **Lead** through innovation.

- Action 5.2.1: Create a student innovation fund to support project ideas and initiatives.
- Action 5.2.2: Provide mentorship and resources for students pursuing entrepreneurial projects.
- Action 5.2.3: Showcase student-led projects at school and community events.

Objective 5.3: Create processes and procedures to intentionally distinguish between and build upon the experiences of elementary, middle, and high school students to ensure the transition between grade bands and schools is clearly defined as well as developmentally, academically, and socially appropriate.

- Action 5.3.1: Regularly solicit feedback regarding perceptions of students and parents, particularly in middle and high school grades.
- Action 5.3.2: Annually and formally evaluate organizational and administrative structures to determine if adjustments are warranted.
- Action 5.3.3: Solicit student and parent involvement in the development of culminating experiences for high school students. .

Objective 5.4: Develop a system for regular review and assessment of strategic plan goals and objectives, adjusting strategies based on feedback and changing needs, ensuring the district continues to **Grow** and **Lead**.

- Action 5.4.1: Establish a strategic plan review committee to oversee implementation and progress.
- Action 5.4.2: Conduct annual assessments of strategic plan objectives and update goals as needed.

- Action 5.4.3: Communicate progress and adjustments to the community to maintain transparency and accountability.
-

Conclusion:

This strategic plan integrates the Lakeland School System's motto of "**Learn, Grow, Lead**" throughout its goals and objectives. By focusing on enhancing academic excellence, improving student support, strengthening community engagement, upgrading facilities, and fostering a culture of continuous improvement, Lakeland School System will empower all students to reach their full potential and prepare them to become leaders in society and in their lives beyond secondary school.

RESOLUTION 2024/08-01
A RESOLUTION REQUESTING FUNDING FOR SPECIAL EDUCATION PRESCHOOL
STUDENTS IN THE TENNESSEE INVESTMENT IN STUDENT ACHIEVEMENT ACT
(TISA) FORMULA

WHEREAS, The education of our eligible preschool students with special needs between the ages of three and five, though required by federal law and monitored by the Tennessee Department of Education, is completely unfunded by the TISA funding formula; and

WHEREAS, Lakeland School System, which currently educates approximately 2500 students in grades K-11, has four special education preschool classrooms which currently serve 26 special needs students; and

WHEREAS, Federal and state guidelines require Lakeland School System to serve 23 “typical peers” in these classrooms, in addition to the 26 special needs students, in order to provide an inclusive setting; and

WHEREAS, Many of the children in these classes require extra therapies like speech and occupational therapy at school and in the community; and

WHEREAS, Lakeland School System is, therefore, required by federal law and State guidelines to pay for **four** classroom teachers and **eight** teacher assistants; and

WHEREAS, These special needs preschool classrooms currently require more than \$560,000 per year to fund and Lakeland School System must divert those funds from other programs because there is no funding allocated for the special needs preschool classrooms; and

WHEREAS, TISA funding is intended to fund Local Education Agencies (LEAs) on a “student based” formula but does not currently account for these special needs students or the typical peers that LEAs are required by law to educate;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LAKELAND SCHOOL SYSTEM: The Board of Education of Lakeland School System requests that funding for preschool special needs students and the required typical peers be included in the TISA funding formula.

PASSED AND ADOPTED by the Lakeland Board of Education, Lakeland, Tennessee on this 12th day of August, 2024, public welfare requiring it.

[Signature page follows]

RESOLUTION 2024/08-01
A RESOLUTION REQUESTING FUNDING FOR SPECIAL EDUCATION PRESCHOOL
STUDENTS IN THE TENNESSEE INVESTMENT IN STUDENT ACHIEVEMENT ACT
(TISA) FORMULA

Laura Harrison, *Board Chair*

Ted Horrell, *Superintendent*

ATTEST:

Jessica Millspaugh, *LSS Board Recorder*

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 08/12/24
		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 superintendent or designee shall develop a procedure for staff to submit additional programs for
6 approval.

7 The Director of Technology is tasked with overseeing the implementation of approved AI programs.
8 District technology staff will review artificial intelligence programs to ensure compliance with district
9 policies as well as state and federal student data privacy laws and present recommendations to the
10 superintendent for approval. The use of approved AI programs may be restricted based on the student's
11 grade level or their enrollment in specific courses.

12 Employees shall not place personally identifiable information (whether their own, students', or
13 others'), financial information, intellectual property, or other confidential information into an AI
14 program.

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

21 **STAFF USE**

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

- 26 1. Employees shall disclose their use of an AI program if failure to do so would:
27 a. Violate the terms of the use of the AI program;
28 b. Mislead a supervisor or others as to the nature of the work; or

1 c. Be inconsistent with the teacher code of ethics;²

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

5
6 3. Outputs from AI programs shall be verified by reliable sources and reviewed by the employee
7 prior to use in order to reduce the risk of errors and inaccuracies;

8
9 4. Outputs shall not be incorporated into proprietary content or works; and

10
11 5. Employees may use AI programs to inform feedback provided to students but should not solely
12 rely on AI detection programs when investigating possible plagiarism.

13 **STUDENT USE**

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

17 **ACADEMIC INTEGRITY**

18 Students shall be instructed on responsible use standards, which include, but are not limited to, the
19 following:

20 1. Effective uses of AI, including generative AI;

21
22 2. Appropriate uses of AI in assignments and how to disclose AI usage;

23
24 3. Evaluating AI-generated content for potential biases or inaccuracies;

25
26 4. Assuming responsibility for incorporating AI content; and

27
28 5. Distinguishing between using AI for cheating and using it for instructional support.

29 **NOTICE TO PARENTS**

30 The superintendent shall provide notice to parent(s)/guardian(s) about the use of AI programs in the
31 district. An approved list of AI programs will be provided by posting to the district website.

32 **REPORTING**

33 The superintendent or designee shall submit a report to the Board of Education each June on how this
34 policy will be enforced in the upcoming school year. The Board shall approve the report and the
35 Director shall submit it to the Department of Education by July 1st.

Legal References

Cross References

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

[Use of the Internet 4.406](#)

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 08/12/24
		Rescinds: 6.313	Issued: 04/08/24

1 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
2 members of the educational community in the exercise of their rights and duties.¹

3 **MISBEHAVIORS: Level I**

4 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes
5 with the orderly operation of the school, but which can usually be handled by an individual staff
6 member.

7 *Examples (not an exclusive listing):*

- 8 ● Classroom disturbances
- 9 ● Classroom tardiness
- 10 ● Cheating and lying
- 11 ● Abusive language
- 12 ● Non-defiant failure to do assignments or carry out directions
- 13 ● Wearing while on the grounds of a public school during the regular school day, clothing
14 that exposes underwear or body parts in an indecent manner that disrupts the learning
15 environment²
- 16 ● Harassment (Sexual, Racial, Ethnic, Religious)

17 *Disciplinary Procedures:*

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

23 *Disciplinary Options:*

- 24 ● Verbal reprimand
- 25 ● Special Assignment
- 26 ● Restricting activities

- 1 ● Assigning work details
- 2 ● Counseling
- 3 ● Withdrawal of privileges
- 4 ● Issuance of demerits which might affect citizenship or department grades
- 5 ● Strict supervised study
- 6 ● Detention
- 7 ● In-school suspension
- 8 ● Response to Intervention-Behavior (RTI2-B), multi-tiered system of support, and
- 9 behavior intervention plans.

10 MISBEHAVIORS: Level II

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

15 *Examples* (not an exclusive listing):

- 16 ● Continuation of unmodified Level I behaviors
- 17 ● School or class tardiness
- 18 ● School or class truancy
- 19 ● Using forged notes or excuses
- 20 ● Disruptive classroom behavior

21 *Disciplinary Procedures:*

- 22 ● Student is referred to principal for appropriate disciplinary action.
- 23 ● Principal meets with student and teacher.
- 24 ● Principal hears accusation made by teacher, permits student the opportunity of
- 25 explaining his/her conduct, denying it or presenting any mitigating circumstances.
- 26 ● Principal takes appropriate disciplinary action and notifies teacher of action.
- 27 ● Record of offense and disciplinary action maintained by principal.

28 *Disciplinary Options:*

- 29 ● Teacher/schedule change
- 30 ● Modified probation
- 31 ● Behavior modification
- 32 ● Social probation
- 33 ● Peer counseling
- 34 ● Referral to outside agency
- 35 ● In-school suspension
- 36 ● Transfer

- 1 ● Detention
- 2 ● Suspension from school-sponsored activities or from riding school bus
- 3 ● Restricting school related honors student is otherwise due
- 4 ● Out-of-school suspension (not to exceed ten (10) days).
- 5 ● Response to Intervention-Behavior (RTI2-B), multi-tiered system of support, and
- 6 behavior intervention plans.

7 **MISBEHAVIORS: Level III**

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

10 *Examples (not an exclusive listing):*

- 11 ● Continuation of unmodified Level I and II behaviors
- 12 ● ~~Fighting (simple)~~ Simple Assault, including, without limitation, fighting
- 13 ● Vandalism (minor)
- 14 ● Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol
- 15 ● Stealing
- 16 ● Threats to others
- 17 ● Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

- 19 ● Student is referred to principal for appropriate disciplinary action.
- 20 ● Principal meets with student and teacher.
- 21 ● Principal hears accusation by accusing party and permits offender the opportunity of
- 22 explaining conduct.
- 23 ● Principal takes appropriate disciplinary action.
- 24 ● Principal may refer incident to Superintendent and make recommendations for
- 25 consequences. In cases of vandalism or property damage, principal shall report the
- 26 incident to the Superintendent.
- 27 ● If student's program is to be changed, adequate notice shall be given to the student and
- 28 his/her parents of the charges against him, his/her right to appear at a hearing and to be
- 29 represented by a person of his/her choosing.
- 30 ● Any change in school assignment is appealable to the Board.
- 31 ● Record of offense and disciplinary action maintained by principal or Superintendent.

32 *Disciplinary Options:*

- 33 ● In-school suspension
- 34 ● Detention
- 35 ● Restitution from loss, damage or stolen property
- 36 ● Out-of-school suspension not to exceed ten (10) days
- 37 ● Social adjustment classes

- 1 ● Transfer
- 2 ● Expulsion
- 3 ● Response to Intervention-Behavior (RTI2-B), multi-tiered system of support, and
- 4 behavior intervention plans.

5 **MISBEHAVIORS: Level IV**

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

10 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 11 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 12 death to another person.³

13 *Examples (not an exclusive listing):*³⁴

- 14 ● ~~Unmodified~~ Repeated/unmodified Level I, II and/or III behaviors
- 15 ● Death threat (hit list)
- 16 ● Extortion
- 17 ● Bomb threat
- 18 ● Threat of mass violence on school property or at a school-related activity *
- 19 ● Possession/use/transfer of dangerous weapons *
- 20 ● Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 21 employee of the school, or a school resource officer *
- 22 ● Aggravated Assault *
- 23 ● Vandalism (significant)
- 24 ● Theft/possession/sale of stolen property
- 25 ● Arson/Possession of unauthorized substances *
- 26 ● Use/transfer of unauthorized substances
- 27 ● Harassment (Sexual, Racial, Ethnic, Religious)
- 28 ● Refusal to be searched or participate in a search; behaving uncooperatively during a
- 29 search
- 30 ● Off campus criminal behavior that results in the student being legally charged with an
- 31 offense that would be classified as a felony if the student was charged as an adult⁴

32 *Disciplinary Procedures:*

- 33 ● Law enforcement officials and the Superintendent are immediately contacted, if
 34 applicable.⁵
- 35 ● Principal confers with appropriate staff members and with the student.
- 36 ● Principal hears accusations and permits offender opportunity to explain conduct.
- 37 ● Parents are notified.
- 38 ● ~~Law enforcement officials are contacted.~~

- 1 ● Incident is reported and recommendations made to the Superintendent.
- 2 ● Complete and accurate reports are submitted to the Superintendent.
- 3 ● Student is given hearing before disciplinary hearing authority.

4 *Disciplinary Options*

- 5 ● Expulsion
- 6 ● Alternative schools
- 7 ● In cases of vandalism or school property damage, the Superintendent shall address
- 8 restitution.
- 9 ● Other hearing authority or Board action which results in appropriate placement
- 10 ● Response to Intervention-Behavior (RTI2-B), multi-tiered system of support, and
- 11 behavior intervention plans.

12 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
13 by the Superintendent on a case-by-case basis.

14 **ADDITIONAL GUIDELINES:**

- 15
- 16 ● A principal shall not impose successive short-term suspensions that cumulatively
- 17 exceed ten (10) days for the same offense.⁵
- 18 ● A teacher or other school official shall not reduce or authorize the reduction of a
- 19 student's grade because of discipline problems except in department or citizenship.
- 20 ● A student shall not be denied the passing of a course or grade promotion solely on the
- 21 basis of absences except as provided by board policy.
- 22 ● A student shall not be denied the passing of a course or grade promotion solely on the
- 23 basis of failure to:
 - 24 ○ pay any activity fee;
 - 25 ○ pay a library or other school fine; or
 - 26 ○ make restitution for lost or damaged school property.

Legal References

1. [TCA 49-6-4002 to TCA 49-6-4005](#)
2. [TCA 49-6-4009](#)
3. [TCA 49-6-2802](#)
4. [TCA 39-16-517; TCA 49-6-3401\(g\); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915](#)
5. [Public Acts of 2024, Chapter No. 882](#)

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Interrogations and Searches 6.303
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Care of School Property 6.311
 Detention 6.315

Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081