



**LAKELAND BOARD OF EDUCATION
BUSINESS MEETING AGENDA
Monday, July 14, 2025, 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
 - May 2025
- VI. **APPROVAL OF AGENDA**
- VII. **DISCUSSION / ACTION**
 - 1. Contract for Superintendent Dr. W. Edward Horrell, III
- VIII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes:
 - Business Meeting - June 9, 2025
 - 2. Approval of Policy 1.1021 - Student Board Member
 - 3. Approval of Update to Policy 1.407 - School District Records
 - 4. Approval of Update to Policy 2.403 - Surplus Property Sales
 - 5. Approval of Update to Policy 3.202 - Emergency Preparedness Plan
 - 6. Approval of Update to Policy 3.204 - Threat Assessment Team
 - 7. Approval of Update to Policy 4.100 - Instructional Goals
 - 8. Approval of Update to Policy 4.212 - Virtual Education Program
 - 9. Approval of Update to Policy 4.301 - Interscholastic Athletics
 - 10. Approval of Update to Policy 4.403 - Library Materials
 - 11. Approval of Update to Policy 4.406 - Use of the Internet
 - 12. Approval of Update to Policy 4.601 - Reporting Student Progress
 - 13. Approval of Update to Policy 5.119 - Employment of Retirees
 - 14. Approval of Update to Policy 5.305 - Family & Medical Leave
 - 15. Approval of Update to Policy 5.500 - Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious)
 - 16. Approval of Update to Policy 5.701 - Substitute Teachers
 - 17. Approval of Update to Policy 6.200 - Attendance
 - 18. Approval of Update to Policy 6.2062 - Enrollment of the Children of Employees
 - 19. Approval of Update to Policy 6.303 - Interrogations and Searches
 - 20. Approval of Update to Policy 6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation
 - 21. Approval of Update to Policy 6.312 - Use of Personal Communication Devices and Electronic Devices
 - 22. Approval of Update to Policy 6.411 - Student Wellness
 - 23. Approval of Update to Policy 6.600 - Student Records
 - 24. Approval of Update to 25-26 Protected Reading List
 - 25. Approval of SY25-26 Agreement to Administer the School Nutrition Program

26. Approval of Update to 25-26 School Fees List
27. Approval of Update to Extracurricular Activities and Clubs
28. Approval of 2025-2026 Professional Development Plan
29. Approval of FY 25-26 Budget Amendments (07/25)
30. Approval of 2025-2026 Annual Agenda
31. Approval of 25-26 Bullying Compliance Report
32. Approval of 25-26 AI Policy Enforcement Report

IX. DISCUSSION / ACTION

1. LSS Resolution 2025 / 07-01: A Resolution Directing the Superintendent to Terminate the Interlocal Agreement with Arlington Community Schools Relating to the Enrollment of Lakeland Students at Arlington High School
2. Approval of Policy 4.303 - Athletic/Activity Letters

X. ANNOUNCEMENTS

XI. ADJOURNMENT

LAKELAND SCHOOL SYSTEM
Expense Summary Fiscal Year
2025
Period Ending May 31, 2025

PROGRAM	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	Monthly Activity	Encumbered Amount	Balance	% EXPENDED
Regular Instruction Program	16,417,333	17,097,010	13,167,247	1,137,759	966,086	2,963,678	83%
Special Education Program	2,811,992	2,812,844	1,982,718	178,430	0	830,127	70%
Vocational Education	114,511	43,818	9,868	-199	8	33,942	23%
Other (Bonus Pay)	989,528	989,528	762,476	251,500	0	227,052	77%
School Security	65,193	62,693	49,656	4,226	0	13,036	79%
Health Services	393,978	397,786	341,567	30,191	0	56,219	86%
Other Student Support	1,065,045	1,030,045	855,873	72,163	303	173,869	83%
Regular Instruction Program Support	866,934	841,934	646,824	54,246	7,183	187,927	78%
Special Education Program Support	453,750	483,750	419,904	37,485	228	63,618	87%
Technology	850,113	863,113	630,103	41,844	45,393	187,617	78%
Board of Education	747,988	747,988	711,347	25,156	3,778	32,863	96%
Office of the Superintendent	405,935	405,935	343,090	24,432	234	62,611	85%
Office of the Principal	2,042,010	2,064,523	1,710,951	142,451	327	353,246	83%
Fiscal Services	436,589	498,589	368,219	22,232	427	129,943	74%
Human Services/Personnel	381,196	381,196	313,257	23,620	277	67,661	82%
Operation of Plant	1,828,031	1,808,484	1,339,086	133,244	890	468,508	74%
Maintenance of Plant	644,313	644,313	581,490	47,271	0	62,823	90%
Transportation	902,500	1,035,693	926,789	113,030	0	108,904	89%
Transfers Out	3,000,000	3,500,000	3,500,000	0	0	0	100%
Federal Projects Regular Instruction	240,559	221,502	192,494	16,316	448	28,561	87%
Federal Projects Special Education	253,220	271,649	221,816	20,832	145	49,688	82%
Federal Programs Innovative Schools	447,485	287,188	103,491	5,234	3,485	180,212	37%
Federal Projects Other Student	57,086	60,365	57,314	4,694	174	2,877	95%
Federal Projects Regular Instruction	60,084	50,902	44,423	17,879	900	5,579	89%
Federal Projects Special Education	151,422	211,522	174,772	12,544	123	36,628	83%
Federal Projects Vocational	5,000	7,809	2,809	38	0	5,000	36%
Federal Programs Technology	9,602	6,777	6,662	0	0	115	98%
Federal Programs Operation of Plant	7,500	5,800	0	0	0	5,800	0%
Food Service	1,031,988	1,323,167	969,302	91,350	15,706	338,159	74%
State Grants	85,734	120,443	108,516	12,919	0	11,927	90%
Before/After School Program	280,000	280,000	213,560	17,094	0	66,440	76%
Education Capital Projects	4,015,527	5,051,054	4,331,194	5,664	393,422	326,437	94%
GRAND TOTAL:	41,062,143	43,607,417	35,086,818	2,543,643	1,439,535	7,081,065	84%



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 9, 2025, 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, June 09, 2023, at 5:47 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:	Present
Keith Acton:	Present
Michelle Childs:	Present
Laura Harrison (Chair):	Present
Jeremy Burnett (Vice-Chair):	Present

III. CHAIR'S WELCOME

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

No comments.

V. REPORTS

1. Legislative Liaison Update

Legislative Representative Childs presented an update to the board which included information regarding education bills currently under consideration by the legislature. Questions from board members were taken and responses given accordingly.

2. Superintendent's Report

Superintendent Horrell reported on various administrative items:

- Video board installation complete / audio completion delayed

3.

Monthly Financial Summary

- April 2025



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 9, 2025, 5:45 PM

**Lakeland City Hall / Board Room
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VI. APPROVAL OF AGENDA

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

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

VII. CONSENT AGENDA

1.

Approval of Meeting Minutes:

- **Special Called Meeting - May 05, 2025**
- **Business Meeting - May 12, 2025**

2. Approval of FY26 Consolidated Application Approval for IDEA/ESEA School Year 2025-2026

3. Approval of Update to Policy 4.400 - Instructional Materials

4. Approval of Update to Policy 6.204 - Foreign Exchange Students

5.

Approval of LSS Job Description

- **Director of Instruction**

6. Approval of Update to 25-26 School Fees List

7. Approval of Superintendent's Surety Bond

8. Approval of Superintendent Evaluation

9. Approval of Authorization for Board Chair to Negotiate New Contract with Superintendent



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 9, 2025, 5:45 PM

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10.

Approval of Update to 24-25 Board Meeting Calendar

- **Cancel Work Session July 7, 2025**

11.

Approval of 25-26 Protected Reading Lists

- **Lakeland Elementary School**
- **Lakeland Preparatory School**

12. Approval of Update to 25-26 Texbook Adoption Committee Recommendations

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

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

VIII. DISCUSSION / ACTION

IX. ANNOUNCEMENTS

X. ADJOURNMENT

There being no other business on which to take action, Laura Harrison moved to adjourn the meeting, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 9, 2025, 5:45 PM

**Lakeland City Hall / Board Room
10001 Highway 70
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**The meeting was adjourned at 05:55 PM on Monday, June 09, 2025.
These minutes were approved on Monday, July 14, 2025.**

Laura Harrison, Chair

ATTEST:

Dr. Ted Horrell, Superintendent

Summer Smith, Board Secretary

Lakeland School System

Monitoring: Review: Annually, in July	Descriptor Term: Student Board Member	Descriptor Code: 1.1021	Issued Date: 07/14/25
		Rescinds:	Issued:

General

The Board authorizes the participation of a student representative to the Board.¹ If the Board chooses to appoint a student board member, the student board member shall serve in an advisory, nonvoting role.

Student board members shall not participate in the following:

1. Student discipline hearing appeals;
2. Teacher disciplinary matters;
3. Meetings with legal counsel; or
4. Confidential school safety plan meetings.

Legal References

1. [Public Acts of 2025, Chapter No. 359](#)

Lakeland Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/14/25
		Rescinds: 1.407	Issued: 01/14/19

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

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

All requests to inspect or receive copies of records shall be submitted to the Human Resources Director, the district’s public records request coordinator and records custodian.⁶

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

REQUESTS FOR INSPECTION²

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. Requests may be made in person or by telephone, ~~fax~~, mail, or email. The records custodian will contact the citizen and indicate when the records will be available to inspect.

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

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

REQUESTS FOR COPIES²

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours.

The records custodian and/or designee shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, check, or credit card prior to the district producing the copies.

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

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

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

DENYING REQUESTS FOR NONCOMPLIANCE⁷

Requests to Inspect a Public Record

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

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

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

Requests for Copies of Public Records

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

- a. Been provided with an estimate of the reasonable cost to produce the requested records;
- b. Agrees to pay such estimated reasonable cost prior to production of the records; and

- c. Fails to pay the actual cost after the records have been produced.

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

RECORDS RETENTION

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

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

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

Jessica Millsbaugh
Human Resources Director
Phone: 1-901-867-5412
Email: jmillsbaugh@lakelandk12.org

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
7. TCA 10-7-503(a)(7)(A)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/14/25
		Rescinds: 2.403	Issued: 07/01/24

The superintendent or his designee shall prepare a list of unusable items for Board approval.¹ The list shall contain the following information: name of item, date of purchase and reason for disposal.

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

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus property, the superintendent, and the Chairman of the Board of Education must all agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).⁴

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

Surplus equipment will be auctioned off by the district. The Board must approve all surplus equipment prior to the materials being disposed of.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

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

- (1) Items of equipment with a current per-unit fair market value of ~~less than \$5,000~~ \$10,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
- (2) Items of equipment with a current per unit fair market value in excess of \$5,000 \$10,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. ~~[Public Acts of 2024, Chapter No. 793](#)~~ [TCA 1-3-120](#); [Public Acts of 2025, Chapter No. 105](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Emergency Preparedness Plan</h2>	Descriptor Code: 3.202	Issued Date: 07/14/25
		Rescinds: 3.202	Issued: 07/01/24

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

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

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with **no more than** two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

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

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

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

ANNUAL DRILLS⁵

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

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

AED DRILLS⁶

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

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

MEDICAL EMERGENCIES/PANDEMIC FLU⁷

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

REMOTE LEARNING DRILLS⁸

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

Legal References

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 07/14/25
		Rescinds: 3.204	Issued: 07/10/23

General¹

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

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

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.²

RECORDKEEPING³

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

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

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

REPORTING⁴

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency, but shall not include consultations between administration and school resource officers. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agencies requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

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

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Instructional Goals</h2>	Descriptor Code: 4.100	Issued Date: 07/14/25
		Rescinds:	Issued: 04/14/14

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.²

GOALS

The Board approves the following instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To know the principles involved in making moral and ethical choices; To develop the basic skills of reading, writing, computation, spelling, speaking, problem solving and scientific processes
- To develop a knowledge and appreciation of the fine arts and humanities
- To develop technological literacy in/for today’s global society
- To develop a positive attitude toward the lifelong endeavor of learning;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation and world; and

- To learn to understand, respect and interact with people of different cultures, generations, races, and abilities.

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 07/14/25
		Rescinds: 4.212	Issued: 07/11/22

General

The Lakeland School System virtual education program is a course or series of courses offered by a school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student’s regular instructional program.¹

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.²

Virtual education programs³ shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;⁴
3. Continuity of educational service for students who are quarantining;⁵ and
4. Continuity of educational service for students enrolled in an alternative school.⁶
5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law⁷
6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

-
1. Attendance;
 2. Grades;
 3. Teacher/Administrator Recommendations

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include one of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system;
4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian; and
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

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6. TRR/MS 0520-01-02-.09; Public Acts of 2022,
Chapter No. 960
 7. Public Acts of 2022, Chapter No. 897

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Interscholastic Athletics</h2>	Descriptor Code: 4.301	Issued Date: 07/14/25
		Rescinds: 4.301	Issued: 07/01/24

General

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

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

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

SCHEDULING CONFLICTS

No principal or teacher of any school under control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the

school day without written permission from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

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

SEVERE WEATHER⁴

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION

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

COACHES' CODE OF CONDUCT:

All coaches, whether employed by Lakeland School System or as a volunteer, shall adhere to the following Coaches' Code of Conduct:

As an employee coach or volunteer coach for Lakeland School System athletics, I Will:

1. Be aware that I have tremendous influence, for good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. In all personal contact with student-athletes, parents, officials, athletic directors, school administrators, the media, and the public, I will strive to set an example of the highest ethical and moral conduct.
3. Take an active role in the prevention of drug, alcohol, and tobacco use.
4. Refrain from the use of alcohol and tobacco products when in contact with players.
5. Master the contest rules and teach them to student-athletes. I shall not seek an advantage by circumvention of the spirit or letter of the rules.
6. Respect and support contest officials. I shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials is prohibited.
7. Before and after contests, I will meet and exchange cordial greetings with opposing team coaches to set the correct tone for the event.
8. Not exert pressure on faculty members to give student-athletes special consideration.
9. Conduct myself in a dignified manner relating to emotions, language, attitude, and actions.
10. Refrain from physical contact with athletes except where necessary for the development of the athletes' skill(s) or athletic ability.
11. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
12. Respect each individual athlete.
13. Seek to inculcate good health habits, including the establishment of sound training rules.
14. Fulfill responsibilities to provide an environment free of safety hazards.
15. Display modesty in victory and graciousness in defeat.
16. Seek to avoid conflicts of interest and potential conflicts of interest in all areas including the coaching of school athletes in non-school contexts and openly disclose any such conflicts. I will immediately inform Lakeland Schools if such a potential conflict arises.

Legal References

Cross References

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1. [34 CFR § 106.41](#); [20 USCA § 1681 *et seq.*](#)
 2. [TCA 49-6-310\(a\)](#)
 3. [TRR/MS 0520-01-02-.08\(1\)](#)
 4. [TCA 49-6-3601](#)
 5. [TCA 29-20-403](#)
 6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
 7. [TCA 49-6-1002\(a\)](#)
 8. [TCA 49-6-1002\(c\)](#)
 9. [TCA 49-2-120](#)
 10. [Public Acts of 2024, Chapter No. 639](#)
- Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Library Materials</h2>	Descriptor Code: 4.403	Issued Date: 07/14/25
		Rescinds: 4.403	Issued: 09/09/24

General¹

The Assistant Superintendent and school principals shall comprise The Library Collection Committee. No less than monthly the Committee shall review all new materials that are being considered for the library collection. The Library Collection Committee shall approve all new materials that are deemed to be appropriate to be made available by their school to their students in the school library.¹

The criterion used by the Library Collection Committee when determining whether to approve new materials shall be:²

1. Whether the materials are appropriate for the age and maturity levels of the students who have access to those materials; and
2. Whether the materials are suitable for and consistent with the educational mission of the school.
3. **May not be removed on the sole grounds that the item is religious.**

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

1. May not be appropriate for the age and maturity levels of the students who have access to the materials; and/or
2. May not be suitable for and/or consistent with the educational mission of the school.
3. **May not be removed on the sole grounds that the item is religious.**

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

1. Excess violence;
2. Nudity;
3. Sadomasochistic abuse;
4. Sexual conduct;

5. Sexual excitement;
6. Patently offensive material; and
7. Material appealing to the prurient interest.³

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

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

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

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

FEEDBACK⁴

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

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

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

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

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

1. If the student, student's parent or guardian, or school employee is dissatisfied with the response of the Committee, the student, student's parent or guardian, or school employee shall submit the original feedback form and the Committee's response to the Lakeland Board Chairman for consideration by the full Lakeland Board of Education.
2. The full Lakeland Board of Education shall consider the feedback provided within 30 days following the Board Chairperson's receipt of the feedback form with responses. If a majority of the Lakeland Board of Education determines that the material in question is not appropriate for the age and maturity levels of the students who have access to the materials and/or is not

suitable for, or consistent with, the educational mission of the school, then the school shall remove the 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 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 07/14/25
		Rescinds: 4.406	Issued: 07/11/22

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the superintendent/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The superintendent or designee shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access to any computer
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

Students

The superintendent shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet

INTERNET SAFETY MEASURES ²

Internet safety measures shall be implemented that effectively address the following:

1. ~~Controlling access by students to inappropriate matter on the Internet and World Wide Web~~ Limiting the content accessible by students using the Internet access provided by the district to content that is age-appropriate;
2. ~~Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications~~ Protecting the safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communication using Internet access provided by the district;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students ~~on-line~~ online;
4. ~~Unauthorized disclosure, use and dissemination of personal information regarding students~~ Preventing students from using Internet access provided by the district to access websites, web applications or software that does not protect students against the disclosure, use, or dissemination of their personal information; and
5. Restricting students' access to materials harmful to them.

The superintendent/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that filters, blocks, or otherwise prevents Internet access (for both students and adults) to material that is obscene or pornographic;³
2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;⁴
3. Maintaining and securing a usage log; and

4. Monitoring on-line activities of students.²

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.²

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the superintendent with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to the **Chief of Technology** ~~grade level Instructional Supervisor~~. All complaints shall be reviewed to determine how to appropriately respond.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including ~~e-mail have no expectation of privacy with regard to such data~~ email communications stored or transmitted on school district computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.⁵

INTERNET SAFETY INSTRUCTION⁶

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The superintendent shall provide adequate inservice instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. Students are prohibited from accessing social media platforms using district Internet except when expressly authorized by a teacher for educational purposes.⁷ Teachers should follow proper procedures prior to allowing such access.
2. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for work-related purposes.
4. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be

unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

VENDOR CONTRACTS³⁸

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195
3. ~~Public Acts of 2022, Chapter No. 1002~~ TCA 49-1-221(a)(1)(C)(i)
4. TCA 39-17-901; ~~Public Acts of 2022, Chapter No. 1002~~ TCA 49-1-221(a)(1)(C)(ii)
5. TCA 10-7-512
6. TCA 49-1-221(a)(1)(E)
7. Public Acts of 2025, Chapter No. 195
8. TCA 49-1-221(c)

Cross References

Use of Email 1.805
 Use of Artificial Intelligence Programs 4.214
 School and System Websites 4.407
 Controversial Materials 4.801
 Student Publications 6.704

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 07/14/25
		Rescinds:	Issued: 06/03/14

REPORT CARDS

Student progress reports shall be provided at least once every nine (9) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.¹ Each report shall be signed by the parents and returned promptly to the school.

If a student has unpaid fines for lost library books and/or textbooks, the final report cards shall be withheld until such fines are paid. On the last day of school, all unclaimed report cards shall be turned in to the principal's office.

Student progress reports shall indicate the students' conduct and include information on attendance, academic progress and other information necessary to communicate effectively with the parents. For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be included along with the results of a dyslexia screener, if applicable.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.² The superintendent shall be responsible for scheduling and coordinating system-wide conferences. Conferences shall be physically accessible to all students, parents and/or guardians.³

REPORTS OF WITHDRAWALS

The superintendent shall be responsible for complying with state laws and regulations relating to the reporting of withdrawals of students, and the superintendent is authorized to develop procedures to ensure compliance.⁴

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201-2
4. TCA 49-6-3017 Staff Time Schedules 5

Cross References

- School Calendar 1.800
- Section 504 & ADA Grievance Procedures 1.802
- Grading System 4.600
- Staff Time Schedules 5.602
- Attendance 6.200

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 07/14/25
		Rescinds: 5.119	Issued: 07/10/23

General¹

The Superintendent may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar days and no previous agreement to return to work after retirement; and
2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS²

Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may substitute teach for additional days.

To continue receiving TCRS benefits, the following conditions must be met in addition to the general standards above:

1. During a twelve-month period, the retiree must not work more than one hundred twenty (120) days; and
2. The retired member's compensation must not exceed 60% of the annual full-time salary received in the year immediately prior to the member's last paid day of covered employment. This amount shall be adjusted by five percent (5%) for each year after that date.

The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the payment does not exceed the rate of compensation for substitute teachers filling similar vacant positions.

HARD TO FILL POSITIONS³

The Director of Schools may contract with retired members for hard to fill positions if the following conditions are met in addition to the general standards above:

1. During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive; and
2. The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.

The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill position. In order to qualify, one or more of the following conditions must be established:

1. It is difficult to recruit and retain qualified employees for the position;
2. The position requires specialized certification, credentials, or education;
3. The demand for the position exceeds the supply;
4. The position is in high demand in the marketplace;
5. The position is filled by key personnel;
6. The position requires specific skills and experience; or
7. The position has other unique recruitment or retention issues identified and documented by the Director of Schools.

Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the amount the employer would have contributed to the retirement system during the period of reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable compensation.

GENERAL EMPLOYMENT CONTRACTS

~~The Superintendent may employ retired teachers. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:²~~

- ~~1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~
- ~~2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and~~
- ~~3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent~~

~~(85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~

~~ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³~~

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

- ~~1. The retired member has been retired for at least sixty (60) calendar days;~~
- ~~2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;~~
- ~~3. The retired member is not drawing disability retirement benefits; and~~
- ~~4. The retired member can't accrue additional retirement benefits.~~

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

Legal References

1. [TCA 8-36-805](#); [TCA 8-36-809](#); [Public Acts of 2025, Chapter No. 159](#)
2. [TCA 8-36-805](#); [Public Acts of 2025, Chapter No. 159](#)
3. [TCA 8-36-809](#); [Public Acts of 2025, Chapter No. 159](#)

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/14/25
		Rescinds: 5.305	Issued: 07/10/23

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to use FMLA leave.²

GENERAL PRINCIPLES

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

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

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

MATERNITY/PATERNITY LEAVE

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

childbirth, and nursing of a newborn child.³

2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴
3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵
4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.⁶ An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment ~~who have been employed with a school district full time for at least twelve (12) consecutive months~~ and who meet the following requirements:
 - a. Possess a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106, required for the position the employee holds;
 - b. Have been employed with the district full time for at least twelve (12) consecutive months in a position for which the employee is required by law to hold the license or an emergency credential referenced above at the time of the qualifying event; and
 - c. Have held a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime employment.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. ~~This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.~~⁶ This paid leave shall be either: (1) taken consecutively, except in extenuating circumstances, as determined by the Superintendent; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid leave shall be used

within twelve (12) months of the qualifying event and shall run concurrently with FMLA leave.⁷

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

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

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:
 - a. Issues arising from the service member’s short notice deployment;
 - b. Military events and related activities (e.g. official ceremonies, support programs);
 - c. Making or updating financial and legal arrangements;
 - d. Attending counseling;
 - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - f. Attending post-deployment activities.
2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

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

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

INTERMITTENT LEAVE¹⁰

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

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice¹¹*- For foreseeable leave, the employee shall provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Superintendent/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Superintendent may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;

- iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the school district, an opinion of a second health care provider.
3. Period Near the End of an Academic Term (Professional Employees)¹⁵
- a. If leave is taken more than five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
 - b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁶

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

Legal References

1. [Hinson v. Tecumseh Products Co., 2000 U.S. App. LEXIS 26778, at *1—10 \(6th Cir. Oct. 17, 2000\)](#)
2. [29 USCA § 2601, 2611—2619](#)
3. [TCA 49-5-702; TCA 4-21-408](#)
4. [TCA 49-5-710\(a\)\(2\); TCA 8-50-802\(a\)\(4\)](#)

Cross References

- Sick Leave 5.302
 Long-Term Leaves of Absence 5.304

5. [29 CFR § 825.120\(a\)\(3\)](#)
6. [Public Acts of 2025, Chapter No. 163](#)
7. [TCA 8-50-814; Public Acts of 2025, Chapter No. 235](#)
8. [29 CFR § 825.113](#)
9. [29 CFR § 825.126](#)
10. [29 CFR § 825.124; 29 CFR § 825.127](#)
11. [29 CFR § 825.202](#)
12. [29 CFR § 825.302-825.304](#)
13. [29 CFR § 825.207](#)
14. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 \(6th Cir. 2000\)](#)
15. [29 CFR § 825.305-825.313](#)
16. [29 CFR § 825.602](#)
17. [29 USCA § 2614](#)

Lakeland Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 07/14/25
		Rescinds: 5.500	Issued: 05/11/15

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/ harassment (including the definition of antisemitism found in policy 4.100). It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from discrimination/ harassment.

Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature that:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately.² This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the Superintendent. Allegations of discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances* 5.501). An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Superintendent.

Legal References

1. 29 CFR §1604.11
2. 20 U.S.C. § 1681

Cross References

Appeals To & Appearances Before the Board 1.404
Complaints and Grievances 5.501

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/14/25
		Rescinds: 5.701	Issued: 07/01/24

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until a licensed teacher is available.^{1,2} All substitute teachers shall be employed by the Superintendent and paid by the Board.²

APPLICATION/QUALIFICATIONS

~~Criminal history record checks and fingerprinting of applicants for substitute teaching are required prior to performing any work or service on behalf of Lakeland School System and every five (5) years thereafter.~~² Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

~~Applicants whose records with the State Department of Education indicate a license or certificate currently in revoked status shall not be hired.~~⁴ Applicants with revoked or suspended licenses or certificates according to the State Board of Education shall not be hired.⁴

~~Substitute teachers for the Lakeland School System who have no previous experience working in schools or with children are required to hold a Bachelor's degree or above from an accredited college or university. At his or her discretion, the superintendent may hire substitute teachers without Bachelor's degrees provided that they have appropriate experience working or volunteering in a school setting or have post-secondary experiences that would prepare them for substitute teaching.~~

~~The substitute teacher lists will be prepared by the superintendent or his/her designee who will maintain a complete file on all substitute teachers. This file will include transcripts, credentials, recommendations and other pertinent information. A list of all approved substitutes shall be provided to all building principals. Only those persons on the approved substitute list shall be employed to substitute teach.~~

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

A list of substitute teacher(s) will be prepared by the Human Resources Department which will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

The compensation of substitute teachers shall be determined annually by the Board.

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

CERTIFICATION

When substituting for a regular teacher who has been absent for ~~twenty (20)~~ thirty (30) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.⁶ ~~After the regular teacher's accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate endorsement for the assignment or be a retired teacher and have held the appropriate endorsement and must be paid based on the replacement teacher's training and experience record in accordance with the state and local salary schedules.~~⁴ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

EMERGENCY NEEDS

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

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

TRAINING AND ORIENTATION

The superintendent shall be responsible for providing appropriate training and development programs for substitute teachers that includes the annual school safety training required by state law.⁷

RESPONSIBILITIES

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

RE-EMPLOYMENT/TERMINATION

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

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

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\)](#); [TRR/MS 0520-01-02-.04\(5\)\(b\)](#); [Public Acts of 2025, Chapter No. 235](#)
7. [TCA 49-2-203\(a\)\(14\)\(A\)](#); [TCA 49-6-805\(7\)](#)
- 8.

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119
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: 07/14/25
		Rescinds: 6.200	Issued: 12/09/24

General

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

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

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

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

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

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

A. Excused absences shall include:⁴

1. Personal illness/injury;

- a. Only ten (10) days, whether consecutive or not, can be excused by a parent note.
- b. All absences over 10 days must be accompanied by a medical note.
2. Illness of immediate family member;
 - a. Immediate family member refers to a student's parents/guardian or sibling.
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;
7. School endorsed activities;
8. Driver's testing;
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Out-of-school suspensions are not considered excused absences.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
 3. All student absences are verified;
 4. Written excuses are submitted for absences and tardiness; and
 5. System-wide procedures for accounting and reporting are followed.
- B. Absences for non-school sponsored extracurricular activities⁹:
1. School Principals may excuse a student from school attendance to participate in a non-school sponsored extracurricular activity if the following conditions are met:
 - a. The student provides documentation to the school as proof of the student's participation in the non-school sponsored extracurricular activity; and
 - b. The student's parent or guardian, prior to the extracurricular activity, submits to the Principal or designee a written request for the excused absence. The principal will share instructions for making these requests, however, the following are the basic

requirements for any absences meeting this criteria. The written request shall be submitted no later than three (3) business days prior to the student's absence and shall include:

- i. The student's full name;
 - ii. The student's grade;
 - iii. The dates of student's absence;
 - iv. The reason for the student's absence; and
 - v. The signature of the student and the student's parent or guardian.
2. The Principal or designee shall indicate in writing whether the absence is excused or unexcused.
 3. The maximum number of days for which school Principals may excuse students for non-school sponsored extracurricular activities is five (5) per school year; provided that the Principal may limit the number of days for which students may be excused based upon the student's grades or disciplinary record.
 4. No absences requested during the state-approved TCAP testing window or semester exams will be considered for approval.

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

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

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

Students participating in school sponsored activities shall be counted present.

POSTSECONDARY SCHOOL VISITS

Ninth (9th), Tenth (10th), Eleventh (11th), and Twelfth (12th) grade students participating in postsecondary school visits shall be counted as present, up to three (3) school days per academic school year.

In order to be counted as present, the student must satisfy the following requirements:

- a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit must be provided to the school attendance secretary or designee;

- b) By no later than two (2) school days following the postsecondary school visit, the student must present the school attendance secretary with a signed letter or form from a campus official of the postsecondary institution documenting that the student visited the postsecondary institution; and
- c) The student must complete all schoolwork missed during the postsecondary school visit.

Postsecondary school visits are not required of any student. The student's parent or guardian, not Lakeland School System, are solely responsible for facilitating postsecondary school visits and for ensuring the safety of the student during the visit.

TRUANCY

General

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

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

Progressive Truancy Plan⁸

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

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

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

3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

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

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

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

MILITARY SERVICE OF PARENT/GUARDIAN⁹

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

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

RELEASED TIME COURSE¹⁰

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

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹¹ The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course. The entity providing the religious moral instruction shall maintain attendance records and

make the records available to Lakeland School System. The student shall assume responsibility for any missed schoolwork.

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

MAKE-UP WORK

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

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

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

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

DRIVER'S LICENSE REVOCATION²

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

ATTENDANCE HEARING¹²

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

circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Superintendent/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent/designee.

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

Within five (5) school days of the Superintendent/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Superintendent/designee. 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](#)
9. [State Board of Education Policy 2.103; TCA 49-6-3101](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\)](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Enrollment of the Children of Employees</h2>	Descriptor Code: 6.2062	Issued Date: 07/14/25
		Rescinds: 6.2062	Issued: 10/07/24

1 Full-time employees of either Lakeland School System or the City of Lakeland may enroll their K-~~11~~
 2 **12** children in Lakeland School System during the time that they are actively employed with either
 3 organization. **Parents must reapply for continued admission annually.** Children of non-resident
 4 temporary and part-time employees are not eligible to enroll. If employment is severed during an
 5 academic year, students may continue to be enrolled through the end of the year at the discretion of the
 6 superintendent. ~~Parents must reapply for continued admission annually.~~

7 Students in the following categories are not eligible for continued enrollment:

- 8 1. Students with more than five unexcused absences.
- 9 2. Students that do not meet the academic requirements to advance to the next grade level.
- 10 3. Students who are found to have committed zero tolerance offenses or Level 4 disciplinary
- 11 infractions.

12 Parents of students meeting the above criteria must provide their own transportation to and from
 13 school.

14 The superintendent shall be responsible for establishing the procedures for enrolling children of
 15 employees and determining ongoing eligibility for enrollment.

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 07/14/25
		Rescinds:	Issued: 05/12/14

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or breaking school rules, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.² All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training.³ The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
 - a. A particular student has violated school policy;

b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;

c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;

d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and

e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;⁴

2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search³

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁵

In order to ensure a safe and secure learning environment, the superintendent shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The superintendent shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.¹

Legal References

1. TCA 49-6-4201 through 4218

Cross References

- Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	Issued Date: 07/14/25
		Rescinds: 6.304	Issued: 01/15/25

The Lakeland Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parents/guardians.² This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.³

The Superintendent shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

Bullying/Intimidation/Harassment – An intentional act that substantially interferes with a student’s educational benefits, opportunities, or performance, is repeated over time, and the act has the effect of:

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.⁵

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Superintendent with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA)⁹, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Superintendent.

RESPONSE AND PREVENTION¹⁰

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Superintendent and the Chair of the Board of Education.¹¹

By July 1 of each year, the Superintendent/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.¹²

The Superintendent shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.¹⁴

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

Appeals to and Appearances Before the Board 1.404
 Section 504 and ADA Grievance Procedures 1.802
 Staff-Student Relations 5.610
 Student Goals 6.100
 Title IX & Sexual Harassment 6.3041
 Student Complaints and Grievances 6.305
 Code of Conduct 6.300
 Discipline Procedures 6.313
 Child Abuse and Neglect 6.409
 Student Suicide Prevention 6.415

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312	Issued Date: 07/14/25
		Rescinds: 6.312	Issued: 03/07/22

Students may possess personal communication devices and personal electronic devices. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, tablets, mp3 players, and electronic readers at school. The personal communication devices must be in the off mode and must be out of sight unless being used for instructional purposes with the permission of the principal or designee. Students may not use personal communication devices for personal communication during the instructional day but may be allowed to use the personal communication devices before school starts and after school dismisses. Use of personal communication devices is prohibited at all times in the school restrooms. ~~The principal or designee may grant a student permission to use a personal communication device at the principal's or designee's discretion.~~ During school hours, smart watches do not have to be in the off mode; however, they may only be used as a device for keeping time. Any other use will be considered a violation of this policy.

A staff member who discovers a student using a personal communication device outside the parameters of this policy shall report the violation to the principal via the Student Information System. The first offense of the school year will be considered a warning. The parent or legal guardian will be notified via the email address on record in the Student Information System.

After the initial warning, any subsequent use in violation of the parameters of the policy will result in one day of In School Suspension. The second use in violation of the parameters of the policy will result in two days of In School Suspension. Progressive discipline will be in place for additional uses in violation of this policy.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher who has received permission from the principal or designee;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.¹

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or picture or otherwise summons or delivers a communication to the possessor.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by the school system communication platform.¹

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 07/14/25
		Rescinds: 6.411	Issued: 03/06/23

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹This policy will be made available to the public on the Lakeland School System website found at: <https://lakelandk12.org/>

ANNUAL NOTIFICATION OF POLICY

Lakeland School System will inform families and the public of basic information about this policy. LSS will make this information available via the district website and/or district-wide communications. LSS will also publish the name and contact information of the school officials leading and coordinating the school wellness committees, as well as information on how the public can get involved with the school wellness committees.

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State law and State Board of Education CSH standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district. The district's Coordinated School Health Coordinator will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing all district schools and the community which may include, but is not limited to, parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. To the extent possible, the SHAC will include representatives from each school building and reflect the diversity of our community. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity, nutrition, and wellness policies;
2. Ensuring all schools within the district create and implement an action plan and establish goals related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. The Board will consider recommendations of the Council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.² The Team will hold, at a minimum, four Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The director of schools/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public via the Lakeland School System website.

COMMITMENT TO NUTRITION

All schools within the District shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.^{4,5,6} The school nutrition coordinator shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.^{5,6} All meals will meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. All school nutrition coordinators, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

LSS will inform parents of compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with nutrition standards.

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a clean and pleasant environment. Good nutritional habits shall be encouraged. Menus will be posted monthly on the individual school websites.

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. All water sources will be maintained on a regular basis to ensure good hygiene and health safety standards. These sources include, but are not limited to, drinking fountains and water bottle filling stations.

All food including vending machines, fundraising items, and concessions must meet guidelines and standards set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.^{2,5,6}

DISTRICT GOALS

The District will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast. The District will teach, model, encourage, and support healthy eating by all students.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.⁷ ~~In grades K-6.~~ Non-structured physical activity will consist of a temporary withdrawal or cessation from usual school work or sedentary activities.⁷ Outdoor ~~recess~~ physical activity will be offered when weather is feasible for outdoor play.

The following opportunities for physical activity shall be provided:⁷

- ~~1. Grades K-1: a minimum of three (3) fifteen-minute periods of non-structured physical activity per day;~~
- ~~2. Grades 2-6: a minimum of two (2) twenty-minute periods of non-structured physical activity at least four (4) days per week; and~~
- ~~3. Grades 7-12: a minimum of ninety (90) minutes of physical activity per week.~~
 - Elementary school students (K-4) shall receive a minimum of forty (40) minutes of physical activity each full school day.
 - Middle and high school students (5-12) shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment. Physical activity (including but not limited to recess, classroom physical activity breaks, or physical education) shall not be withheld as punishment for any reason or used as a time to complete missing or unfinished classwork. This does not apply to participation on sports teams that have specific academic, attendance, behavior, or discipline requirements. The use of in-school or out-of-school suspensions as a disciplinary consequence that may result in missed physical activity is permitted.

COMMITMENT TO CURRICULUM³

All applicable courses of study should be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX³ AND IMPLEMENTATION/MANAGEMENT OF WELLNESS POLICY

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Additionally, the district will complete a triennial progress assessment to evaluate compliance with the wellness policy and to assess the implementation of the policy. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education. The district will also develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy.

This wellness policy will be updated or modified based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. This wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

RECORD KEEPING COMPLIANCE

The district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement and the district wellness policy requirements are maintained. Documentation maintained by the CSHC will include, but will not be limited to, the written wellness policy, documentation of efforts to review and update the district wellness policy, documentation to demonstrate compliance with the annual public notification requirements, the most recent assessment on the implementation of the district wellness policy, and documentation demonstrating the most recent assessment on the implementation of the district wellness policy has been made available to the public.⁸

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06

Cross References

Student Suicide Prevention 6.415

6. 7 C.F.R. § 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

Lakeland Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 07/14/25
		Rescinds: 6.600	Issued: 02/13/17

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

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

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

When a student transfers to another school within the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school.³

When a student transfers to a school outside the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school **within five (5) business days of the date on which the student’s records request was received by the school.**²

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

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.³ A “legitimate educational interest” is the official’s need to know information in order to:

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

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

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;⁴
2. If the disclosure is an item of directory information;⁵
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;⁶
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;⁷
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁸
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;⁹
7. To accrediting organizations to carry out their accrediting functions;¹⁰
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹¹
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹²
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹³
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall

not be liable to any person for that production;¹⁴

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student;¹⁵

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁶

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.¹⁷

The record will include at least:¹⁷

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

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

RIGHTS OF NON-CUSTODIAL OR NON-RESIDENT PARENT

A non-custodial or non-resident parent may request in writing that a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such non-custodial or non-resident parent. The written request must include the mailing address of the non-custodial parent. A non-custodial parent will not have access to this information if Lakeland School System is presented with a legal document prohibiting release of the information to the non-custodial or non-resident parent. In addition, a non-custodial or non-resident parent has the same right to review the education record of a student as that given to the custodial parent, unless there is legal documentation prohibiting such review by the non-custodial or non-resident parent. However, the personal information of a

custodial parent shall not be accessed by or released to a non-custodial or non-resident parent with the child's education record.

Lakeland School System shall provide proof of a child's graduation from high school to either of the student's parents within twenty (20) business days of the parent's request.

Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 49-6-3001 ©(1); Public Acts of 2025, Chapter No. 156
3. TCA 10-7-504(a)(4); 20 USC 1232g
4. TCA 10-7-504(a)(4); 20 USCS 1232g
5. 20 USCS 1232g(b)(2)(B)
6. 20 USCS 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCS 1232g(b)(3)
9. 20 USCS 1232g(b)(1)(F)
10. 20 USCS 1232g(b)(1)(H)
11. 20 USCS 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(11)(e)
13. 20 USCS 1232g(b)(1)(D)
14. 20 USCS 1232g(b)(1)(I)
15. 20 USCS 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCS 1232g
17. 34 CFR 99.30
18. 34 CFR 99.32(a)



Lakeland Preparatory School
Protected Reading List*
2025-2026

Proposed additions are highlighted in yellow.

~~Deleted items are struck out in red.~~

5th Grade

Brian's Winter by Gary Paulsen

Brian's Hunt by Gary Paulsen

Number the Stars by Lois Lowry

War Horse by Michael Morpurgo

Harriet Tubman by Ann Petry

Old Yeller by Fred Gipson

Out of the Dust by Karen Hesse

The Egypt Game by Zilpha Keatley Snyder (APEX)

The Door in the Wall by Marguerite de Angeli (APEX)

Savvy by Ingrid Law (APEX)

The Mysterious Benedict Society by Trenton Lee Stewart (APEX)

Wonder by R.J. Palacio

Elijah of Buxton by Christopher Paul Curtis

Bud, Not Buddy by Christopher Paul Curtis

Tuck Everlasting by Natalie Babbitt

Bridge to Terabithia by Katherine Paterson

A Long Way from Chicago by Richard Peck

The City of Ember by Jeanne DuPrau

Maniac Magee by Jerry Spinelli

Mr. Peabody's Apples by Madonna

Shiloh by Phyllis Reynolds Naylor

Souder by William H. Armstrong

Boston Jane by Jennifer L. Holm

Charlie and the Chocolate Factory by Roald Dahl

The Secret Garden by Frances Hodgson Burnett (APEX)

Esperanza Rising by Pam Muñoz Ryan

Phantom Tollbooth by Norton Juster

Hatchet by Gary Paulsen

6th Grade

A Wrinkle in Time by Madeleine L'Engle
The Giver by Lois Lowry (APEX)
The Great Fire by Jim Murphy
Dragonwings by Laurence Yep (Accelerated)
The Lightning Thief by Rick Riordan
Where the Red Fern Grows by Wilson Rawls
Freak the Mighty by Rodman Philbrick
Well of Sacrifice by Chris Eboch
Al Capone Does My Shirts by Gennifer Choldenko
Heat by Mike Lupica
Crispin: The Cross of Lead by Avi
Milkweed by Jerry Spinelli
With Their Eyes: September 11-The View from a High School at Ground Zero by Annie Thoms
Chew on This by Eric Schlosser (NF)
The Watsons Go to Birmingham by Christopher Paul Curtis
Holes by Louis Sachar
View from Saturday E.L. Konigsburg (Accelerated)
A Single Shard by Linda Sue Park (Accelerated)
Girl from Yamhill by Beverly Cleary (Accelerated)
Cathedral The Story of Its Construction by David Macaulay (Accelerated)
The Lion, The Witch, and the Wardrobe by C.S. Lewis
White Fang by Jack London
My Side of the Mountain by Jean Craighead George
Boy in the Striped Pajamas by John Boyne

7th Grade

The Merchant of Venice by William Shakespeare (Folgers version)
A Year Down Yonder by Richard Peck
Season of Gifts by Richard Peck
The Tale of the Mandarin Ducks by Katherine Paterson
Slake's Limbo by Felice Holman
Book of a Thousand Days by Shannon Hale
Nothing but the Truth by Avi
The Devil's Arithmetic by Jane Yolen
The True Confessions of Charlotte Doyle by Avi
The Weirdo by Theodore Taylor
Al Capone Shines My Shoes by Gennifer Choldenko
Fever, 1793 by Laurie Halse Anderson (Accelerated)
Stormbreaker by Anthony Horowitz
Z for Zachariah by Robert C. O'Brien
Black Ships Before Troy by Rosemary Sutcliff

Warrior Don't Cry by Melba Pattillo Beals
Seedfolks by Paul Fleischman
Anthem by Ayn Rand
A Long Walk to Water by Linda Sue Park (Enriched)
Pygmalion by George Bernard Shaw (Enriched)
The Westing Game by Ellen Raskin (Enriched)
The Boy on the Wooden Box by Leon Leyson
Refugee by Alan Gratz
The Mad Wolf's Daughter by Diane Magras
The Girl Who Drew Butterflies by Joyce Sidman

8th Grade

Peter Pan by J.M. Barrie
The Outsiders by S.E. Hinton
The Undersiders by Neal Shusterman
Flowers for Algernon by Daniel Keyes
The Tell Tale Heart by Edgar Allan Poe
The Diary of Anne Frank by Anne Frank
The Incredible Journey by Sheila Burnford
The Gift of the Magi by O. Henry
Treasure Island by Robert Louis Stevenson
Call of the Wild by Jack London
Little Women by Louisa May Alcott
Travels with Charley by John Steinbeck
My Brother Sam Is Dead by James Lincoln Collier/Christopher Collier
Catching Fire by Suzanne Collins
Across Five Aprils by Irene Hunt
The House of the Scorpion by Nancy Farmer
Tears of a Tiger by Sharon Draper
No Promises in the Wind by Irene Hunt
The Wave by Todd Strasser
The Uglies by Scott Westerfeld
The Pigman by Paul Zindel
I Have Lived a Thousand Years by Livia Bitton-Jackson
The Land by Mildred Taylor
Tangerine by Edward Bloor
Unbroken by Laura Hillenbrand
A Midsummer Night's Dream by William Shakespeare
Fellowship of the Ring by J.R.R. Tolkien (Enriched)
The Omnivore's Dilemma by Michael Pollan Far (Enriched)
To Kill a Mockingbird by Harper Lee (Enriched)
The Book Thief by Markus Zusak (Enriched)

A Night Divided by Jennifer Nielsen
A Night to Remember by Walter Lord
Monster by Walter Dean Meyers
Ten Days in a Mad-House by Nellie Bly
The Adventures of Tom Sawyer by Mark Twain
The Dark is Rising by Susan Cooper
The War of the Worlds by H.G. Wells
Narrative of the Life of Frederick Douglass by Frederick Douglass
The Hunger Games by Suzanne Collins
The Sword in the Stone by Dennis Nolen
Black Beauty by Anna Sewell
Call Us What We Carry by Amanda Gorman
The Girl Who Drank the Moon by Kelly Barnhill
Brown Girl Dreaming by Jacqueline Woodson
Stella by Starlight by Sharon Draper
The Wednesday Wars by Gary Schmidt
Greystone Secrets: The Strangers by Margaret Peterson Haddix
Matched by Ally Condie
The Inheritance Games by Jennifer Lynn Barnes
Miss Peregrine's Home for Peculiar Children by Ransom Riggs
The Other Half of Happy by Rebeca Balcárcel
Fast Break by Mike Lupica
Fish in a Tree by Lynda Mullaly Hunt
Love and Gelato by Jenna Evans Welch
Before the Ever After by Jacqueline Woodson
Pippa Park Raises Her Game by Erin Yun
Rising Above: How 11 Athletes Overcame Challenges in Their Youth to Become Stars by Gregory Zuckerman
Courage to Soar: A Body in Motion, A Life in Balance by Simone Biles
Code Talkers by Joseph Bruchac

9th Grade

Lord of the Flies by William Golding
Night by Elie Wiesel
A Separate Peace by John Knowles
Frankenstein by Mary Shelley
The Strange Case of Dr. Jekyll and Mr. Hyde by Robert Louis Stevenson
Childhood's End by Arthur C. Clark
The Parable of the Sower by Octavia Butler
Animal Farm by George Orwell
Paradise Lost by John Milton
Paradise Regained by John Milton

Mixed: A Colorful Story by Arree Chung
Romeo and Juliet by William Shakespeare
A Christmas Carol by Charles Dickens
The Graveyard Book by Neil Gaiman
A Walk to Remember by Nicholas Sparks

10th Grade

Fahrenheit 451 by Ray Bradbury
Invisible Man by Ralph Ellison
Of Mice and Men by John Steinbeck
Julius Caesar by William Shakespeare
Book of Myths by Jean Lang
The Haunting of Hill House by Shirley Jackson
The Alchemist by Paul Coelho
The Count of Monte Cristo by Alexandre Dumas
All The Light We Cannot See by Anthony Doerr
The Hobbit by J.R.R. Tolkien
Something Wicked This Way Comes by Ray Bradbury
Great Expectations by Charles Dickens
The Mysterious Affair at Styles by Agatha Christie
Death on the Nile by Agatha Christie
Stalking Jack the Ripper by Kerri Maniscalco

11th Grade

The Great Gatsby by F. Scott Fitzgerald
The Crucible by Arthur Miller
Death of a Salesman by Arthur Miller
Fences by August Wilson
"Open Boat" by Stephen Crane
"The Yellow Wallpaper" by Charlotte P. Gilman
"Young Goodman Brown" by Nathaniel Hawthorne
The Scarlet Letter by Nathaniel Hawthorne
Black Boy by Richard Wright
How to Read Literature Like a Professor by Thomas C. Foster
The Grapes of Wrath by John Steinbeck
Angela's Ashes by Frank McCourt
In Cold Blood by Truman Capote
The Unvanquished by William Faulkner
A Lesson Before Dying by Ernest Gaines
A Night to Remember by Walter Lord
Fast Food Nation by Eric Schlosser
A Streetcar Named Desire by Tennessee Williams

A Narrative of the Life of Frederick Douglass by Frederick Douglass
The Autobiography of Benjamin Franklin by Ben Franklin
The Adventures of Huckleberry Finn by Mark Twain
The Princess Bride by Wilson Goldman
A Raisin in the Sun by Lorraine Hansbury

12th Grade

1984 by George Orwell
Frankenstein by Mary Shelley
Pride and Prejudice by Jane Austen
A Tale of Two Cities by Charles Dickens
Hamlet by William Shakespeare
The Importance of Being Earnest by Oscar Wilde

11th Grade AP Language and Composition

The Anxious Generation by Jonathan Haidt

12th Grade AP Language and Composition

Jane Eyre by Charlotte Bronte
Wuthering Heights by Emily Bronte
Crime and Punishment by Fyodor Dostoevsky
Moby Dick by Herman Melville
King Lear by William Shakespeare
The Glass Menagerie by Tennessee Williams

Science Fiction

The Lathe of Heaven by Ursula LeGuin
Childhood's End by Isaac Asimov
Invasion of the Body Snatchers by Jack Finney
Fahrenheit 451 by Ray Bradbury

World Languages

Fiesta Fatal by Mira Canion
Los Agentes Secretos y el Mural de Picasso by Mira Canion
Esperanza by Carol Gabb
Cuando Era Puertorriqueña by Esmeralda Santiago
Cajas de Carton by Francisco Jimenez
Robo en la Noche by Kristy Placido
Tumba by Mira Canion
Farewell to Manzanar by James D. Houston
Ojos del Carmen by Verónica Moscoso
La Capibara con Botas by Mira Canion

Casa Dividida by Chris Mercer

El Principito by Antoine de Saint - Exupery by Gilbert Kieffer

Ma Voiture, à Moi by Lisa Ray Turner and Blaine Ray

Mini-Contes by Tom Alsop and Paige Curry

Le Capybara Botté by Mira Canion

La France en Danger et les Secrets de Picasso by Mira Canion

DE Biology

The American Plague: The Untold Story of Yellow Fever by Molly Caldwell Crosby

Panic in Level 4 by Richard Preston

Biology

Survival of the Sickest by Sharon Moalem

The Immortal Life of Henrietta Lacks by Rebecca Skloot

The Man Who Mistook His Wife for a Hat by Oliver Sacks

Collapse: How Societies Choose to Fail or Succeed by Jared Diamond

Spillover by David Quammen

Stiff by Mary Roach

The Great Influenza by John M. Barry

Chemistry

The Poison Squad by Deborah Blum

The Disappearing Spoon by Sam Kean

The Martian by Andy Weir

**Teachers may select books for enriched and gifted instruction that are 1-2 grade levels above the student's assigned grade.*

Addition Summaries

2025-2026

1. [*A Walk to Remember*](#) by Nicholas Sparks

There was a time when the world was sweeter...when the women in Beaufort, North Carolina, wore dresses, and the men donned hats...when something happened to a seventeen-year-old boy that would change his life forever. Every April, when the wind blows in from the sea and mingles with the scent of lilacs, Landon Carter remembers his last year at Beaufort High. It was 1958, and Landon had already dated a girl or two. He even swore that he had once been in love. Certainly the last person in town he thought he'd fall for was Jamie Sullivan, the daughter of the town's Baptist minister. A quiet girl who always carried a Bible with her schoolbooks, Jamie seemed content living in a world apart from the other teens. She took care of her widowed father, rescued hurt animals, and helped out at the local orphanage. No boy had ever asked her out. Landon would never have dreamed of it. Then a twist of fate made Jamie his partner for the homecoming dance, and Landon Carter's life would never be the same. Being with Jamie would show him the depths of the human heart and lead him to a decision so stunning it would send him irrevocably on the road to manhood. No other author today touches our emotions more deeply than Nicholas Sparks.

Illuminating both the strength and the gossamer fragility of our deepest emotions, his two New York Times bestsellers, *The Notebook* and *Message in a Bottle*, have established him as the leading author of today's most cherished love stories. Now, in *A Walk to Remember*, he tells a truly unforgettable story, one that glimmers with all of his magic, holding us spellbound-and reminding us that in life each of us may find one great love, the kind that changes everything...

School Year 2025-26 Agreement to Administer the School Nutrition Program(s)

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

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

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

The State Agency (SA)

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

The School Food Authority (SFA)

- a. Application. An official of an SFA shall make a written application to the State Agency (SA) for any school in which it desires to operate the Program. Applications shall provide the State Agency (SA) with sufficient information to determine eligibility. The SFA shall also submit for approval a Free and Reduced-Price Policy Statement in accordance with 7 C.F.R. Part 245.
- b. Agreement. The Parties establish this Agreement, as each SFA approved to participate in the program is required under 7 C.F.R. § 210.9 to enter into a written agreement with the State Agency (SA) that may be amended as necessary. Nothing in the preceding sentence shall be construed to limit the ability of the State Agency (SA) to suspend or terminate this Agreement in accordance with 7 C.F.R. § 210.25. The SFA and participating schools under its jurisdiction shall comply with all provisions of 7 C.F.R. Parts 210, 215, 220, and 245. This Agreement shall provide that each SFA shall, with respect to participating schools under its jurisdiction:
 1. Maintain a nonprofit school nutrition program and observe the requirements for and limitations on the use of nonprofit school nutrition program revenues set forth in 7 C.F.R. § 210.14 and limitations on any competitive school food service as set forth in 7 C.F.R. § 210.11 and Tenn. Code Ann. § 49-6-2307;
 2. Limit its net cash resources in the School Nutrition Program to an amount that does not exceed three (3) months average expenditures for its nonprofit School Nutrition Program or

such other amount as may be approved by the SA in accordance with 7 C.F.R. § 210.19 (a); agrees that indirect costs may be recovered from the School Nutrition Program only from a reserve fund that exceeds three (3) months' operating expenses as outlined in Tenn. Code Ann. § 49-6-2305 Reserve Fund;

3. Maintain a system of financial accounting as prescribed under 7 C.F.R. §§ 210.14, 220.13 and 225;
4. Comply with uniform administrative requirements, cost principles, and audit requirements of federal awards in 2 C.F.R. Part 2200 as applicable;
5. Serve meals, during meal periods, which meet the requirements for food components and dietary standards as prescribed in 7 C.F.R. §§ 210.10 and 220.8;
6. Price meals as a unit;
7. Serve meals free or at a reduced price to all children who are determined by the local educational agency to be eligible for such meals under 7 C.F.R. Part 245;
8. Comply with the requirements of Provision 2, the Community Eligibility Provision, and reimbursement alternatives if applicable;
9. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals served to eligible children in accordance with 7 C.F.R. Parts 210 and 220. Agree that the SFA official who electronically signs the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 C.F.R. §§ 210.8 and 220.9 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the withholding of payments, suspension, or termination of the program as specified in 7 C.F.R. regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity the penalty specified in 7 C.F.R. §§ 210.26 and 220.19 shall apply;
10. Count the number of free, reduced-priced, and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency (SA);
11. Submit claims for reimbursement in accordance with 7 C.F.R. §§ 210.8 and 220.11;
12. Comply with the requirements of the United States Department of Agriculture regulations regarding nondiscrimination (7 C.F.R. Parts 15, 15a, 15b);
13. Not discriminate against any child because of his or her eligibility for free or reduced-price meals in accordance with the approved Free and Reduced-Price Policy Statement;

The program applicant hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d, et seq.);

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

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

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the

Program applicant.

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

21. Retain the individual applications for free and reduced-price meals and meal supplements submitted by families for a period of three (3) years after the end of the fiscal year to which they pertain or as otherwise specified under paragraph (b)(17) of 7 C.F.R. § 210.9; and
 22. No later than December 31 of each year, provide the State Agency (SA) with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced-price meals as of the last operating day the preceding October. In addition, each SFA shall provide, when available for the schools under its jurisdiction, and upon the request of a sponsoring organization of day care homes of the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced-price meals.
- c. Afterschool care requirements. Those SFAs with eligible schools (as defined in 7 C.F.R. § 210.10(o)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to:
1. Serve meal supplements that meet the minimum requirements prescribed in 7 C.F.R. § 210.10;
 2. Price the meal supplement as a unit;
 3. Serve meal supplements free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced-price school meals under 7 C.F.R. Part 245;
 4. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents;
 5. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
 6. Claim reimbursement for no more than one meal supplement per child per day;
 7. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care program operating year-round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter;
 8. Agree to provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity; and
 9. Comply with all requirements of 7 C.F.R. Part 210, except that claims for reimbursement need not be based on “point of service” meal supplement counts (as required by 7 C.F.R. § 210.9(b)(9)).
- d. Seamless Summer Option (SSO). Those SFAs with eligible schools that elect to serve meals and

meal supplements with the seamless summer option, shall agree to:

1. Feed children in low-income areas during the summer months (or during extended breaks of a year-round school schedule). The National School Lunch Act at 42 USC § 1761(a)(8) allows public and non-profit School Food Authorities/Local Educational Agency (SFA/LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to operate the Seamless Summer Option. The SFA/LEA will follow requirements, where applicable, in the NSLP and SBP regulations at 7 C.F.R. Parts 210, 220, and 225 for this option;
2. Apply with the location and description of the option site, percentage of Free/Reduced-price meals, type of site, and method of advertisement;
3. Adhere to the special provisions of the Seamless Summer Option, which are described in the following sections (4-23);
4. Demonstrate financial and administrative capability for Program operations and accept final financial and administrative responsibility for total Program operations at all sites;
5. Follow SSO policy (established in the body of regulations, instructions, handbooks, and other written guidance) to choose SSO sites;
6. Restricted Open Site is an open site initially (open to all children through age 18 in the community), but later restricted by the district for security, safety or control reasons;
7. Closed enrolled a site of which is open to only enrolled children, as opposed to the community at large, which at least 50 percent of enrolled children at the site are eligible for free or reduced-price school meals under National School Lunch Program and School Breakfast Program, as determined by approval of application in accordance with [7 C.F.R. 225.15\(f\)](#), or on the basis of documentation the site meets the definition of "Areas in which poor economic conditions exist, referred to as area eligible;"
8. The SFA will not claim any meals under the seamless option at any site without receiving prior approval from the State Agency (SA);
9. All persons meeting the definition of Children in the Summer Food Service Program (SFSP) federal regulations at 7 C.F.R. § 225.2 are eligible to participate. This includes all persons in the community who are 18 years of age and under and (as defined at 7 C.F.R. § 225.2) those persons over age 18 who meet the State Agency (SA) definition of mentally or physically disabled persons;
10. The SFA/LEA will follow NSLP meal service requirements for lunch or snacks (7 C.F.R. § 210.10) and SBP meal service requirements (7 C.F.R. § 220.8) for breakfast. With State Agency (SA) approval, the SFA/LEA may serve a supper meal, using applicable NSLP meal service requirements for lunches;
11. Meals will be counted at the point of service;

12. Second meals are not reimbursable and may not be claimed;
 13. Production and menu records will be maintained that show compliance with meal requirements;
 14. The designated lunch period will be between the hours of 10 a.m. and 2 p.m., unless otherwise exempted by FNS (such as supper service that would not occur during these hours);
 15. The SFA/LEA may allow “offer versus serve” meals at SSO sites;
 16. Off-site consumption of meals shall not be allowed, except as part of an authorized scheduled event, such as a planned field trip, or if the site is approved to operate non-congregate operating in rural areas;
 17. The number and types of meals will comply with SFSP requirements at 7 C.F.R. § 225.16(b), as described below in sections # 18-23;
 18. All sites except camps or migrant sites: With State Agency (SA) approval, the SFA/LEA may serve up to two meals at all sites. Meal service may include breakfast, lunch, snack, or supper. The SFA/LEA may not claim both lunch and supper meals at the same site on the same day;
 19. There will be no charge for meals served to eligible participants;
 20. Meals at all approved SSO sites, except camps, will be served free to all children in accordance with 7 C.F.R. § 225.6(e)(4) of the SFSP regulations;
 21. The SFA/LEA may claim meals at the “free” rates prescribed by USDA for the NSLP (including snacks) and the SBP. Supper meals, if permitted by the State Agency (SA), may be claimed at the free rate for NSLP lunches. All lunches and suppers served under this amendment will receive the standard commodity support rate available for the NSLP. SSO sites that qualify for the severe needed breakfast rate will continue to receive this differential;
 22. On the monthly claim filed with the State Agency (SA), the SFA/LEA must identify meals served at SSO sites separately from other NSLP or SBP meals served at other sites; and
 23. The SFA/LEA will review the meal counting, claiming, and meal pattern compliance within the three (3) weeks of starting operations for all sites that are newly approved to operate the Seamless Summer Feeding Option or that are operated by non-SFA/LEA personnel.
- e. The Fresh Fruit and Vegetable Program (FFVP) allows selected schools to receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. The following conditions must be met:
1. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day;
 2. All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables;

3. Schools with the highest free and reduced-price enrollment will be selected;
4. Yearly training with any updates shall be available to all FFVP schools;
5. Selected schools must meet the following criteria: be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the NSLP, complete an annual application and/or update for the FFVP;
6. A per-student allocation of \$50-\$75 per year will be made;
7. Provide a serving of fruit or vegetable only to teachers who are directly responsible for serving the fruit or vegetable;
8. Submit a monthly claim for reimbursement;
9. May use no more than ten (10) percent of your school's total grant for administrative costs; and
10. Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your schools.

The SA and the SFA mutually agree that:

- a. Schools or sites may be added or deleted by amending this Agreement as the need arises and references herein to schools or sites within the SFA shall be deemed to include all schools or sites as added through the Site Application.
- b. Both shall cooperate with USDA officials and contractors conducting evaluations and research in the School Nutrition Programs.
- c. For the purpose of this Agreement, the following terms will mean respectively:
 1. *Adult*: means a person who is (1) a staff member or employee of a school, including all faculty, supervisory and other personnel and (2) not under twenty-one (21) chronological years of age in non-profit Residential Child Care Institutions (RCCIs) and (3) not a student of high school grade or under as determined by the state education agency in schools as defined in 7 C.F.R. § 210.2;
 2. *Child*: means (a) a student of high school grade or under as determined by the state education agency, who is enrolled in an educational unit of high school grade or under as described in paragraph (a) and (b) of the definition *school* including students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled; or (b) a person under twenty-one (21) chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of school or (c) for purposes of reimbursement for meal supplements served in after school care programs, an individual enrolled in an after school care program operated by an eligible school who is twelve (12) years of age or under or in the case of migrant workers and children with disabilities, not more than eighteen (18) years of age or under;

3. *Meals*: means food served at a school under the indicated programs that meets the applicable nutritional requirements set forth in the regulations and policies; *Meals* include breakfast, lunch, or snack;
 4. *Non-profit School Nutrition Program*: means meal service operated by the SFA for the benefit of children, all the income from which is used solely for the operation or improvement of such meal service and for no other purpose;
 5. *School*: (a) an educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or non-profit private ownership in a single building or complex of buildings; (b) any public or non-profit private classes of pre-primary grade when they are conducted in the aforementioned schools; or (c) any public or non-profit, private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of the government, with the exception of residential summer camps, which participate in the Summer Food Service Program for Children, Job-corps Centers funded by the Department of Labor, and private foster homes; the term "Residential Child Care Institution" includes, but is not limited to: homes for the mentally, emotionally, or physically impaired, and unmarried mothers and their infants; group homes; half-way houses; orphanages; temporary shelters for abused children and for runaway children; long term care facilities for chronically ill children; and juvenile detention centers; a long term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for thirty (30) days or more; and
 6. *School food authority* means the governing body responsible for the administration of one or more schools, institutions, or sites, and that has the legal authority to operate the NSLP, the SBP, the SMP, the SSO and/or the ASSP therein.
- d. This Agreement is effective for the programs as approved in the electronic application for the period commencing July 1 and ending the following June 30; the Agreement will be permanent for each school year thereafter unless legislation changes and new requirements are added and/or deleted. This must be signed by the Director of Schools and maintained at the SFA level. Approval in the Tennessee: Meals, Accounting, and Claiming (TMAC) system will be made as soon as SFAs submit the appropriate information through the TMAC system.
 - e. The SFA/LEA shall comply with all requirements of 7 C.F.R. § 245.6(f) when disclosing students' free and reduced-price eligibility status without parental consent. This includes the requirement that SFAs/LEAs may only disclose such information to persons determined to be "directly connected" with the administration or enforcement of a federal education program, state education program, state health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity. Eligibility information shall not be made generally available to all school officials. Only individuals with a legitimate "need to know" to provide a service or carry out an authorized activity may access or use eligibility information. Teachers, guidance counselors, principals, or other school officials who are not helping under the appropriate statutory or regulatory requirements

cannot have access to eligibility information. The SFA/LEA is responsible for determining whether it is legally permissible and appropriate for an individual to have access to and/or disclose students' free and reduced-price eligibility information.

- f. State agencies, SFAs/LEAs, and schools must also ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of federal or state program or activity. Online data systems shall have a masking or de-identification capability to prevent unauthorized access to free and reduced-price eligibility status.
- g. The State Agency (SA) may withhold Federal School Nutrition funds from the SFA when there is evidence of material non-compliance with the terms and conditions of this Agreement; the State Agency (SA) may also withhold Federal School Nutrition funds for failure of the SFA to take corrective action within sixty (60) days of notification of non-compliance as a result of a USDA mandated review, an Additional Administrative Review (AAR) or Technical Assistance (TA) Review; the State Agency (SA) may terminate this Agreement with the SFA immediately upon receipt of evidence that the terms and conditions of this Agreement or any of the regulations specified herein have not been fully complied with the SFA; any termination of the Agreement by the State Agency (SA) shall be in accordance with applicable laws and regulations.
- h. The terms of this Agreement shall not be modified or changed in any way other than by written amendment, agreed to in writing by both parties hereto.

Policy Statement for Providing Free and Reduced Price Meals to Students

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

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

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

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

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

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

Public Law 111-296 allows certification of a foster child for free meals, without application, if the local educational agency or other child nutrition program institution obtains documentation from an

appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court. The foster child is categorically eligible and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced-price meals based on household size and income.

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

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

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

- Migrant
- Homeless/Runaway
- HeadStart
- EvenStart
- FosterChild

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

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

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

Hearing Procedure

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

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

1. A publicly-announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents, and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;

5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
 6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(s);
 7. That the hearing will be conducted, and the decision will be made by an official who did not participate in the decision under appeal (or any previous conference);
 8. That the decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
 9. That the parties concerned, and any designated representative thereof be notified in writing of the decision;
 10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision; and
 11. That such written record must be retained for a period of three (3) years after the close of the school year to which it pertains; these records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- M. Submit a public/press release annually to notify the public of the process for applying for free and reduced-price meal benefits or maintain a copy of the press release from the state, which is issued statewide. At such time during the course of the year the LEA is informed of major employers contemplating or experiencing large layoffs, or other conditions that would result in loss of income to households, the LEA will provide specific information about applying for free or reduced-price school meal benefits to employees whose children may be enrolled in the LEA. In addition, the LEA agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.
- N. Establish a written procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced-price, and full-price and alternate meals served. The procedure described will be used so that no other child in the school will be aware of such a procedure or the identity of the children receiving free or reduced-price meals or free milk.
- O. Submit to the Tennessee Department of Education, School Nutrition Program, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0389, or email to School.Nutrition@tn.gov any revisions to the administrative procedures outlined in this policy statement before implementation. Such changes will be effective only upon approval by the department. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/ SFAs School Year 2025-26

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2025-26 Agreement and Free and Reduced-Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide by the provisions set forth in the Agreement and Policy Statement.

[Name of SFA] _____
[SFA Agr #]

System UEI Number: _____ Indirect Cost Rate: _____

On behalf of the School Food Authority:

Director of Schools:

[Print] _____ _____
[Signature] [Date]

School Nutrition Program Administrator:

[Print] _____ _____
[Signature] [Date]

On behalf of the Tennessee Department of Education:

State Director, School Nutrition Program:

Joshua Nunnally _____
[Print] _____ _____
[Signature] [Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink or utilize an electronic signature and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.

Local Agriculture Products Compliance Plan School Year 2025-26

T.C.A § 49-6-2303-6

[Name of SFA]

[SFA Agr #]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

_____ Make available to our school nutrition program local agriculture products, freshness, and transportation cost to be considered

_____ Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid

_____ Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In the subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

On behalf of the School Food Authority:

Director of Schools:

[Print]

[Signature]

[Date]

School Board Chairperson:

[Print]

[Signature]

[Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink or utilize an electronic signature and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.

Debarment Certification and SFA Agreement School Year 2025-26

This document is part of the SFA and SA Agreement to administer the School Nutrition Programs. Complete the USDA certification below to verify that the subrecipient is not excluded or disqualified in accordance with [2 C.F.R. § 180.300](#).

Please complete the attached USDA certification form as part of the agreement package.



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



Approved 06/09/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUIRED FEES FOR 2025-26

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	Not to exceed \$400	Baseball Fee	Baseball
Lakeland Preparatory	Not to exceed \$600	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	\$10	Club Fee	MS Science Club
Lakeland Preparatory	Not to exceed \$4500	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Preparatory	Not to exceed \$225	Cross Country Fee	Cross Country



Approved 06/09/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUIRED FEES FOR 2025-26

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$20	DECA Membership	CTE Student Organization (Entrepreneurship)
Lakeland Preparatory	Not to exceed \$30	DECA Membership	CTE Student Organization (Entrepreneurship)
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	\$40	Gardening Club Fee	Gardening Club
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 \$60	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	\$35	Junior Beta Club Membership Fee	Junior Beta Club
Lakeland Preparatory	Not to exceed \$50	Knowledge Bowl Team Fees	Knowledge Bowl Club
Lakeland Preparatory	\$40	Local Membership Fee	American Chemical Society
Lakeland Preparatory	Not to exceed \$550	Marching Band and Color Guard Fee	High School Band and Color Guard
Lakeland Preparatory	\$5	National Elementary Honor Society Dues	NEHS
Lakeland Preparatory	Not to exceed \$70	National Honor Society Membership Fee	NHS
Lakeland Preparatory	\$15	National Junior Honor Society Dues	NEJS
Lakeland Preparatory	Not to exceed \$45	National Technical Honor Society	NTHS
Lakeland Preparatory	Not to exceed \$2000	Non-Curricular Field Trips	Various
Lakeland Preparatory	\$50	Parking Fee	Administrative
Lakeland Preparatory	Not to exceed \$100	Perennial Math Club	Perennial Math Club



Approved 06/09/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUIRED FEES FOR 2025-26

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$25	PSAT Exam Fee	PSAT Test
Lakeland Preparatory	Not to exceed \$275	Robotics Competition Fees	Robotics Club
Lakeland Preparatory	\$125	Senior Activity Fee	Senior Activities
Lakeland Preparatory	Not to exceed \$75	Senior Banner Fee	Various
Lakeland Preparatory	\$50	Senior Parking Painting	Senior Activities
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	Not to exceed \$40	Spanish Honor Society	Sociedad Honoraria Hispanica
Lakeland Preparatory	\$100	Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to exceed \$300	Spring Tennis Fee	Tennis
Lakeland Preparatory	No to exceed \$50	Student Council HS	Student government
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 \$10	Tri-M	Tri-M
Lakeland Preparatory	Not to exceed \$20	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$600	Volleyball Fee	Volleyball
Lakeland Preparatory	Not to exceed \$325	Winter Guard Fee	Winter Guard
Lakeland Preparatory	Not to exceed \$300	Wrestling Fee	Wrestling



Approved 05/12/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUESTED FEES FOR 2025-26

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 \$288	Chromebook Repair Fee	School-Wide
Lakeland Elementary	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Elementary	\$99	Damaged iPad 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	Not to Exceed \$100	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	\$165	Certified Clinical Medical Assistant (CCMA) Certification	CTE
Lakeland Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Preparatory	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Preparatory	\$20	Course Fee	Introduction to Theatre



Approved 05/12/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUESTED FEES FOR 2025-26

School	Requested Fee	Purpose	Course
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	\$40	Course Fee	CTE Audio Visual Technology I, II, and III
Lakeland Preparatory	\$20	Course Fee	Middle School Theatre Courses
Lakeland Preparatory	\$25	Course Fee	Middle School STEM Courses
Lakeland Preparatory	Not to exceed \$50	Curricular Field Trips	Varied
Lakeland Preparatory	\$99	Damaged iPad Fee	School-Wide
Lakeland Preparatory	\$30	Device Case Replacement Fee	School-Wide
Lakeland Preparatory	\$45	Device Charger Replacement Fee	School-Wide
Lakeland Preparatory	\$50	Device Damage Incident Fee	School-Wide
Lakeland Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Preparatory	Not to exceed \$288	Device Repair Fee	School-Wide
Lakeland Preparatory	\$40	Instructional Technology Fee	School-wide
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



Approved 05/12/25
Changes Proposed on 07/14/25

Lakeland School System Fees List

REQUESTED FEES FOR 2025-26

School	Requested Fee	Purpose	Course
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
Lakeland Preparatory	\$10	Recorder Fee	Music (5th Grade)
Lakeland Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Preparatory	\$75	Strings Shirt and Supply Fee	Strings



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!
Fellowship of Christian Students	7-8	Fellowship of Christian Students is a club for students to be able to meet and read scripture. We will have short lessons and small discussions in the morning. We will also open up the opportunity for other students to lead the lessons.



25-26 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.



25-26 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.



25-26 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
Pep Club (Name Change TBD)	9-12	This group will help promote school spirit in a variety of ways!
National Technical Honor Society	10-12	National Technical Honor Society (NTHS) is the honor society for Career & Technical Education (CTE). As a national non-profit student organization, NTHS has been recognizing outstanding student achievement in CTE since 1984. Having served over 1.2 million members in secondary and postsecondary chapters across the country and beyond, NTHS continues to support the next generation of skilled workers and leaders through chapter activities built around our Core Four Objectives of career development, leadership development, service, and recognition.
Coding Club	9-12	Provide students the opportunity to learn the basics of computer coding and computer science.
Tri-M Music Honors Society	9-12	Tri-M is a Music Honor Society that will give students opportunities to perform, lead and serve LPS and the greater Lakeland community. Membership in Tri-M at LPS is contingent on the following criteria: Students must be enrolled in a music class at LPS. Students must maintain an A in their music class and a B or better in other academic areas. Students must be willing to work cooperatively both in musical endeavors and in serving the greater Lakeland community. Students must strive to demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship.
Sociedad Honoraria Hispánica	9-12	The purpose of the SHH is to recognize high achievement in Spanish and Portuguese by students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies. The SHH is classified as a national and international academic honor society in the study of high school Spanish and Portuguese and is sponsored by the American Association of Teachers of Spanish and Portuguese, Inc. (AATSP)
Gardening Club	9-12	Students will learn sustainable gardening techniques, such as growing plants from grocery store produce and from cuttings.
Fellowship of Christian Students	9-12	Fellowship of Christian Students is a club for students to be able to meet and read scripture. We will have short lessons and small discussions in the morning. We will also open up the opportunity for other students to lead the lessons.



25-26 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Asian Culture and Heritage Association	9-12	<p>The intention of the Asian Culture & Heritage Association is to create a community where people feel safe, a community who will not judge you because of your ethnicity, as well as a learning environment where individuals can share their culture with others.</p> <p>Our goals for this club is to build and strengthen the Asian and Pacific Islander community here at Lakeland Prep while also being able to increase diversity.</p>
Muslim Student Association	9-12	<p>Our mission is to help Muslim Students grow as a community, help find opportunities specifically for Muslim Students, and provide opportunities to share and learn about Islam. This club will be open to all students from 9th to 12th grade, regardless of religion or background. Our goal is to create a welcoming environment where everyone can connect, learn and grow together.</p>



Professional Development Plan 2025-26

Professional Learning is the means by which teachers, administrators, and other school system employees acquire, enhance, or refine the knowledge, skills and commitment necessary to create and support high levels of learning for all students. Professional Development is on-going training conducted at the school level. According to TN State Law 49-6-3004, a minimum of 5 days must be devoted to in-service education or professional learning each annual calendar year.

PD Days

July 30, 2025

August 1, 2025

August 4-5, 2025

November 24-25, 2025 (Flex Days)

December 22-23, 2025 (Flex Days)

January 5, 2026

February 13, 2026

3 Areas of Focus

1. State Assessment Design and Backwards Planning
2. Reading/Language Arts and Math Intervention
3. Professional Learning Communities

Each area will be covered during In-service week, weekly PLCs, and/or Professional Development Days. Learning will be facilitated by the Principal, Assistant Principals, Interventionist, Instructional Directors, School Psychologist, Instructional Technology Specialists, and Teachers teaching Teachers.

Hours

Teachers will accrue 70 hours of professional development during the school year. Additional ongoing PD will be presented at faculty meetings. Also, additional PD hours will be required of new teachers and teachers whose evaluations indicate the need for ongoing support.

LSS Proposed Budget Amendment : Fiscal Year 2026

Fund 142 - Federal Programs

Account Number Fnd T Acct Obj Prj Loc Prg	Account Level Description	FY 25-26 Revised Budget	FY 25-26 FY Activity	FY 25-26 Encumbered	FY 25-26 Available Funds	Proposed Amendment	Difference
Revenue:							
142 R 47131 000 000 00000 892	CTE Perkins Reserve Revenue	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Total Revenue:		\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Expenditures:							
142 E 71300 499 000 03000 892	Instructional Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 8,013.50	\$ 8,013.50
142 E 71300 730 000 03000 892	Vocational Instruction Equipment	\$ -	\$ -	\$ -	\$ -	\$ 41,986.50	\$ 41,986.50
Total Expenditures:		\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00



Lakeland Board of Education

2025-2026

Annual Agenda

JULY

- Approval of Annual Agenda (Board Policy 1.403)
- Approval of Professional Development Plan
- Board Presentation of Annual Bullying Report

AUGUST

- Approval of Outstanding Purchase Orders for School Activity Funds
- Approval of School Support Organization Cooperative Agreements
- Review of Library Collections
- Review Board Evaluation
- Review TSBA Resolutions (if applicable)
- List of Extracurricular Activities

SEPTEMBER

- Discuss TSBA Leadership Conference
- Discuss TSBA Annual Convention/Delegate Assembly
- Review of Emergency Preparedness Plan
- Legislative Agenda Preliminary
- Internet Safety Measures Presentation
- Spring Assessment Presentation
- Review Policy Manual: Section 1

OCTOBER

- Finalize/Present Board Evaluation
- Approval of State LEA Compliance Report
- Appointment of TSBA Delegate Assembly Representatives
- Review Policy Manual: Section 3

NOVEMBER

- Discuss TSBA Legislative and Legal Institute
- Elect Legislative Liaison (Policy 1.200)
- Board Approval of Textbook Adoption Committee Members
- Benchmark 1 Presentation
- Review Policy Manual: Section 4

DECEMBER

- Update Status of Strategic Plan with Milestones
- Review/Update 5-Year Strategic Plan
- Standing Committee Appointments (Policy, Ethics, Hearing Officers, etc.)
- Assessment of Facilities Planning for Next Year (Policy 3.208)
- SCOPE Conference Applications



Lakeland Board of Education

2025-2026

Annual Agenda

- Review Policy 1.102 - Board Members (Election Years Only)

JANUARY

- Finalize TSBA Legislative and Legal Institute
- Elect School Board Chairman & Vice Chairman (Policy 1.200)
- Adopt Budget Calendar
- Signing of Code of Ethics by Board
- Collect Volunteer of the Year / Student of the Year / Student Volunteer of the Year Nominations
- Release of SCOPE Conference Application
- Disclosure of Statement of Interest
- Review Policy Manual: Section 2

FEBRUARY

- School Board Appreciation Dinner
- Legislative Agenda (New Items)
- Benchmark 2 Presentation
- Review Policy Manual: Section 5 (First Half)

MARCH

- Review Policy Manual: Section 5 (Second Half)

APRIL

- Tenure Recommendations to the Board (Policy 5.117)
- Approval of Budget
- Approval of Salary Schedules & Stipend Schedules / New Job Descriptions
- List of Items to Be Surplussed
- Board Approval of Textbook Adoption Committee Recommendation
- Submission of Stockpiled Days Application
- Benchmark 3 Presentation
- Board Approval of TSBA Volunteer of the Year / Student of the Year / Student Volunteer of the Year / School Level Volunteer of the Year
- Review Superintendent Evaluation
- Review Policy Manual: Section 6 (First Half)

MAY

- Tenure Reception / Retiree Recognition
- Adopt Official School Calendar (Policy 1.800)
- Board Approval of School Fees
- Board Approval of Textbook Fines
- Approval of Textbook Recommendations
- Approval of Annual School Board Meetings Dates
- Approval of Internal Control Manual



Lakeland Board of Education

2025-2026

Annual Agenda

- Approval of UGG Manual
- Approval of Annual Nutrition Form (Local Ag Plan)
- Review Schedule of Fees (Policy 3.206)
- Review Policy Manual: Section 6 (Second Half)

JUNE

- Approval of Interlocal Agreements (If necessary)
- Charge Offs of Cafeteria Accounts
- Approval of Protected Reading List
- Approval of Superintendent's Surety Bond
- Approval of AI Policy Enforcement Report
- Finalize/Present Superintendent Evaluation

Artificial Intelligence Policy Reporting


Local board of education to adopt a policy regarding the use of artificial intelligence by students, teachers, and staff for instructional and assignment purposes, to be implemented in schools no later than the 2024-2025 school year. By July 1, 2024, and by each July 1 thereafter, the board must report to the department of education of its compliance with this requirement. The report must include the adopted policy and describe how the board will enforce the policy in the upcoming school year.

Hi, Wanda. When you submit this form, the owner will see your name and email address.


* Required

1. Name of Local Education Agency or Charter School (Please use the full name as displayed in the TN School Directory) * 


Lakeland

2. Name of Local Education Agency or Charter School Staff Member completing form: * 

Dr. Wanda Terral


3. Title of local Education Agency staff member or Charter School completing form: * 

Chief of Technology


4. Does the Local Education Agency or Charter School have a policy regarding the use of artificial intelligence by students, teachers, and staff for instructional and assignment purposes? * 

Yes

No

5. Please select the school year you are submitting the policy for:: * 


2025-2026 

6. Were there any changes to your policy for this school year from your previously submitted policy * 

Yes


No

I did not submit a policy in 24-25 (if you did not submit your policy last year, please be sure fill out this form again for last year's policy)


7. Will the policy be implemented in schools before/during the upcoming school year? * 

Yes

No


8. Please describe how the Local Education Agency or Charter School will enforce the policy in the upcoming school year in the text box below or skip this section and provide this information in the file upload section below: 

Our network/device configuration limits student access to non-approved AI services. Students and teachers are prevented from authenticating into non-approved digital services with district credentials. Data Privacy Agreements are secured for services access student data. Staff receive annual training regarding responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information. A list of approved services is listed on the district website.

9. Please upload the policy adopted by the local education agency or charter school. (Non-anonymous question ⓘ) * 

 Upload file

File number limit: 2 Single file size limit: 100MB Allowed file types: Word, PDF

10. Are there AI tools in use in the Local Education Agency or Charter School today by teachers, students, or staff? If so, which services are being utilized (i.e. CoPilot, ChatGPT, NotebookLM, etc) 

Students - School AI Spaces created by their teachers. Teachers - School AI, Gemini, Notebook LM, and others they may choose for personal use including ChatGPT, Claude, Perplexity, MagicSchool, Diffit, and others. Many digital services used have AI components embedded in the design including Canva and Adobe Express.

Submit

RESOLUTION 2025/7-01

A RESOLUTION DIRECTING THE SUPERINTENDENT TO TERMINATE THE INTERLOCAL AGREEMENT WITH ARLINGTON COMMUNITY SCHOOLS RELATING TO THE ENROLLMENT OF LAKELAND STUDENTS AT ARLINGTON HIGH SCHOOL

WHEREAS, Lakeland School System currently operates under an Interlocal Agreement with Arlington Community Schools that was formally executed on April 11, 2016 which allows Lakeland resident students in grades 9-12 to attend Arlington High School (“the Interlocal”); and

WHEREAS, Since the execution of the Interlocal, Lakeland School System has completed the construction of Lakeland Preparatory high school facilities and now has the ability to educate Lakeland students in grades 9-12 in Lakeland School System; and

WHEREAS, Section 5 (B) of the Interlocal specifies the manner in which Lakeland School System may terminate the Interlocal; and

WHEREAS, The Lakeland Board of Education desires to terminate the Interlocal, in accordance with the terms of same, on August 6th, 2026;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LAKELAND SCHOOL SYSTEM: The Board of Education of Lakeland School System directs the Superintendent to provide official notice to the Board of Education of Arlington Community Schools that it shall terminate the Interlocal on August 6th, 2026.

PASSED AND ADOPTED by the Lakeland Board of Education, Lakeland, Tennessee on this 14th day of July, 2025, public welfare requiring it.

Laura Harrison, *Board Chair*

ATTEST:

Ted Horrell, *Superintendent*

Summer Smith, *LSS Board Recorder*

Lakeland Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Athletic/Activity Letters	Descriptor Code: 4.303	Issued Date: 07/14/25
		Rescinds:	Issued:

VARSIITY LETTERS

To earn a varsity letter in a school-sponsored sport or activity, a high school student must meet the following requirements:

1. Be a student in grades 9-12; AND
2. Complete two seasons on the roster of a varsity team (or equivalent) of an approved school-sponsored sport or activity OR meet the playing/participation requirements for one year set by the individual coach or sponsor that have been approved by the school principal; AND
3. Meet the equivalent of the TSSAA academic eligibility requirements during the season/term in which the approved school-sponsored sport or activity occurred; AND
4. Serve no out-of-school suspensions during the season/term in which the school-sponsored sport or activity occurred.

After meeting the above criteria, students will earn their initial letter and will have the opportunity to purchase a letter jacket.

In subsequent years, students will receive a chevron indicating each additional year of lettering in the school-sponsored sport or activity, provided that the aforementioned requirements of participation, academic performance, and behavioral expectations have been met.

A coach or sponsor has the discretion to award a student with a letter if the student has not participated on the varsity team for the entire season. However, a coach or sponsor cannot override the required criteria for academics and behavior.

Effective with the adoption of this policy by the Lakeland Board of Education, a student who has met the conditions of this policy will receive a letter and all associated chevrons for all previous years of qualified participation in their school-sponsored sport or activity.

Legal References

- 1.

Cross References