

Regular Board Meeting
October 12, 2020 6:00 PM
MCBOE

1. **Agenda**

2. **Recognitions**

1. Retirees

See attached for the 2018-2019 and 2019-2020 retirees.

3. **MCEA Report**

There was no MCEA Report.

4. **Committee Reports/Schedule Committee Meetings**

1. Policy Committee - October 12, 2020, 5:15 p.m.

5. **Consent Agenda**

1. Marshall County Art Guild Facility Request

The Marshall County Art Guild (MCAG) is requesting the use of different areas within MCHS for hosting a Christmas Bazaar. Although MCAG is a not-for-profit organization, vendors who will have booths at the Bazaar hope to make a profit; therefore, this request must receive board approval. Proof of insurance is on file in the Central Office; Principal John Bush and Director Jacob Sorrells have approved the request.

2. Minutes

6. **New Business**

7. **Director's Report**

8. **Adjourn**

The meeting adjourned at X p.m.

9. **FYI**

1. Approved Fundraisers

2. Monthly Financial Report

3. Use of Facility

Chairperson

Superintendent

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/10/11
		Rescinds: 1.403	Issued: 07/21/05

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
2 meeting. Any board member may recommend items to be placed on the agenda for discussion. The
3 particular order may vary from meeting to meeting in keeping with the business at hand.
4

5 The agenda (which shall include the consent agenda), together with supporting materials, shall be given
6 to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be
7 available for public inspection when it is distributed to the board members. At the beginning of each
8 meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may
9 involve the addition to or deletion of items previously included on the agenda. The Board, however,
10 may not revise board policies or adopt new ones, unless such action has been scheduled.
11

12 Staff members or citizens of the district may suggest items for the agenda by presenting proposed items
13 to the director of schools or the chairman of the Board.
14

15 For items to be considered on the agenda, they must be received in the director of schools' office at
16 least seven (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the
17 agenda shall forward any background information to the director of schools' office so that the material
18 will be included in the delivery to the board members prior to the meeting.
19

20 The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members
21 of the public who wish to speak.
22

23 Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and*
24 *Appearances Before the Board* (1.404).
25

26 **CONSENT AGENDA**

27
28 While developing the agenda, the chair and director of schools shall identify routine or non-controversial
29 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any
30 member objects to including an item on the consent agenda, that item shall be moved to the regular
31 agenda as an action item requiring discussion. The remaining consent items may be adopted in a single
32 vote without discussion.
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2018-2019 Retirees

Kathy Brannon

Brenda Brown

Bonnie Cozart

Yvonne Farr

Debra Gage

Mary Ann Gaskill

Billy Harwell

Debra Hileman

Cheryl Keny

Martha Jane Locke

Lillian Norwood

Sis Osborne

Pat Perkins

Judy Tate

2019-2020 Retirees

James Allen

John Barron

Sharon Borne

Tomi Cannon

Charles Gipson

Angela Lamb

Rhonda Waters

Karen Wells

Kathy Whitworth

Robert Zwicker

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 10/12/99
		Rescinds: BBC	Issued: 08/13/93

1 The Board shall operate without standing committees, except for the Executive Committee; however,
2 special committees composed of board members may be appointed by the chairman at the direction of the
3 Board and as the needs of the Board shall require.¹ Such committees shall be discharged when the work
4 is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be
5 made directly to the Board.

- 6
- 7 1. Special committees shall be appointed by the chairman serving in an advisory capacity shall
8 ordinarily consist of less than a quorum of board members;
- 9
- 10 2. The committee will be advisory only unless specifically authorized to transact designated business;
- 11
- 12 3. General issues to be discussed by the committee must be approved in advance by the entire Board;
- 13
- 14 4. A committee shall serve no longer than the annual organization meeting of the Board unless
15 reappointed to finish a designated task; and
- 16
- 17 5. Committee meetings shall be held in accordance with the Open Meetings law.²
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33 _____
34 Legal References:
35 1. TCA 49-2-205(2)
36 2. TCA 8-44-102(b)

33 _____
34 Cross References:
35 School Board Meetings 1.400
36 Public Hearings 1.401

Committees for 2020-2021

September 14, 2020

Executive Committee

_____, Chairman of the Board
Jacob Sorrells, Director of Schools

Policy

*Andy Woodard

*(The entire board will make up
the policy committee)*

Budget/Education

* Kristen Gold

*(The entire board will make up
the budget/education committee)*

Curriculum/Instruction

(Includes Technology & Attendance)

*Julie Keny Cathey

Susan Hunter

Harvey Jones

Kristen Gold

Heidi McElhaney

Erin Jones

William Bell

Acquisition/Maintenance/Transportation

*Harvey Jones

Andy Woodard

John Daniel Allen

Five-Year Strategic Plan

*Kristen Gold

*(The entire board will make up
the five-year strategic plan committee)*

***Chairman of Committee**

Please note: Any board member can attend any committee meeting that they are not a part of but cannot take part in the voting process in that committee meeting.

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 10/12/20
		Rescinds: 1.403	Issued: 11/10/11

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may recommend items to be placed on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

The agenda (which shall include the consent agenda), together with supporting materials, shall be given to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be available for public inspection when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, may not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda by presenting proposed items to the director of schools or the chairman of the Board.

For items to be considered on the agenda, they must be received in the director of schools' office at least seven (7) **business** days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members of the public who wish to speak.

Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and Appearances Before the Board* (1.404)

CONSENT AGENDA

While developing the agenda, the chair and director of schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items may be adopted in a single vote without discussion.

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 10/12/20
		Rescinds: 1.803	Issued: 08/12/19

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
3 leased, or operated by the district.^{1,2} Smoking and vaping shall be prohibited in any public seating areas,
4 including but not limited to, bleachers used for sporting events, or public restrooms.³
- 5 District employees and students enrolled in the district's schools will not be permitted to use these
6 products while they are participants in any class or activity in which they represent the school district.
- 7 Adult staff members are allowed to use vapor products on school campus but not within one hundred
8 (100) feet of any entrance to the building.
- 9 Any student ~~seventeen (17)~~ **twenty (20)** or under who possesses tobacco products shall be issued a
10 citation by the school principal/resource officer.⁴
- 11 See Marshall County Board of Education policy 6.313 Discipline Procedures for disciplinary actions.
- 12 Signs will be posted throughout the district's facilities to notify students, employees and all other persons
13 visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall
14 be prominently posted (including at each ticket booth) for elementary or secondary school sporting
15 events: *Smoking is prohibited by law in seating areas and in restrooms.*⁵

Legal References:

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
 2. TCA 39-17-1604(6)
 3. TCA 39-17-1604(10)
 4. TCA 39-17-1505
 5. TCA 39-17-1605
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Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 10/12/20
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
6 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and class valedictorian or salutatorian.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
11 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
12 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.³

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Legal References:

- 1. TRR/MS 0520-01-03-.03(8)
- 2. TRR/MS 0520-01-03-.03(8)(b)
- 3. TRR/MS 0520-01-03-.03(8)(a)

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 10/12/20
		Rescinds: 4.302	Issued: 01/11/00

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social
2 growth and development are considered appropriate extensions of the classroom.

3 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of
4 the class, and opportunities for students to summarize the experience at the conclusion of the trip. To
5 this end, teachers and principals will be expected to consider the following factors in selecting field trips:

- 6 1. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 7 2. Distance traveled in terms of the age level of the students;
- 8 3. Mode and availability of transportation; and
- 9 4. Cost.

10 The following guidelines shall be followed in planning and conducting field trips and excursions:

- 11 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance
12 approval of the principal;
- 13 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by
14 general class discussion and/or research;
- 15 3. If bus transportation is required, the principal or his/her designee shall make the necessary
16 arrangements. A fee will be charged to the school for mileage when school system buses are used;
- 17 4. Signed parental permission forms must be obtained for every student making an off-campus trip
18 beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on
19 file for the remainder of the school year. The form for parental permission must include: purpose,
20 date, time of departure and return, travel plans, destination, number of chaperones, personal expense
21 involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully
22 informed. This information is to be completed by the school before the form is signed by the parent;
- 23 5. Overnight educational trips and chaperones must be approved by the principal and the director of
24 schools in advance. These groups must be accompanied by at least one regular staff member and
25 others from the school who are appropriate for adequate supervision and shall be responsible for
26 student conduct while away. Whenever possible, a group should be accompanied by at least one
27 female and one male chaperone if the trip is for a mixed group;

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and activities.
2 Teachers shall permit students to make up class assignments missed because of a trip or activity.
- 3 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal
4 immediately upon returning to school. Serious accidents involving personal injury must be reported
5 immediately to the principal and/or director of schools. An emergency shall be dealt with promptly
6 by the teacher or other members of the school staff by taking appropriate action, including sending
7 the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to
8 send the student to the hospital, reasonable effort must be made to notify the parents.
- 9 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this
10 section must have prior approval of the director of schools or his/her designee;
- 11 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval by the
12 Board.

13 **INDEPENDENTLY PLANNED TRIPS**

14 Trips privately planned by school district employees, acting outside the scope of their employment, are
15 not authorized by the school district.

16 These trips are not approved by the Board and are not considered a part of the curriculum. Total
17 responsibility for privately planned trips rests with the chaperone(s) as well as with the
18 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 19 1. Board funds or resources shall not be used;
20 2. School district materials shall not be used;
21 3. The Board shall not assume any liability;
22 4. Employees are not authorized to act on behalf of the school district;
23 5. Recruitment efforts made by an employee shall not occur during the instruction school day; and
24 6. Absences caused by participation in privately planned trips shall be considered unexcused.

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Cross References:

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements/ Activities	Descriptor Code: 4.605	Issued Date: 10/12/20
		Rescinds: 4.605	Issued: 08/12/19

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and such record shall be kept
3 on file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
6 thus providing for more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Before high school graduation, every student shall¹ [1] achieve 26 units of credit, [2] take the required
11 end-of-course exams⁴, [3] have satisfactory records of attendance and conduct, [4] take the ACT or SAT
12 prior to graduation², and [5] pass a United States civics test.³

13 **SPECIAL EDUCATION STUDENTS⁴**

14 Special education students who earn the prescribed twenty-six (26) credit minimum shall be awarded a
15 regular high school diploma.

16 *Special Education Diploma*

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

- 19 1. Completed four (4) years of high school;
- 20 2. Made satisfactory progress on their IEP; and
- 21 3. Maintained satisfactory records of attendance and conduct.

22 *Occupational Diploma*

23 Special education students who do not meet the requirements for a regular high school diploma may be
24 awarded an occupational diploma if the student has:^{1,4}

- 25 1. Completed at least four (4) years of high school;
 - 26 2. Made satisfactory progress on their IEP;
 - 27 3. Maintained satisfactory records of attendance and conduct;
-

- 1 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 2 (SKEMA); and
- 3 5. Has two (2) years of paid or non-paid work experience.

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

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

9 *Alternate Academic Diploma*

10 Beginning with the 2018-2019 school year, special education students who do not meet the requirements
11 for a regular high school diploma may be awarded an alternate academic diploma if the student has:⁴

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

19 **STUDENT LOAD**

20 All fulltime students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the Director of Schools and then to the Board.⁶

23 **GRADUATION ACTIVITIES**

24 Students who have met all graduation requirements on the day of graduation may participate in
25 graduation activities. If extenuating circumstances exist at any school, the matter shall be presented to
26 the Director prior to graduation activities.

27 Students and parents of graduating seniors must be notified one week prior to the graduation date if the
28 student has not met all graduation requirements.

29 Students are expected to participate in all graduation activities. Graduation apparel shall be determined
30 by the administration of each school and shall be the personal expense of each student, except for
31 students who are eligible to receive free or reduced price lunches.⁸ In such cases, the school shall assume
32 responsibility for payment of the cap and gown. All other graduation expenses shall be the responsibility
33 of the student.

34 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and
35 other interested citizens.⁹

1 Students for whom extenuating circumstances make it impossible to participate in graduation activities
2 should make their intentions known to the school principal at least ten (10) days prior to the date of
3 graduation. Students who cannot attend graduation because of their involvement in school approved
4 activities should advise the principal as soon as possible. Students who do not participate in graduation
5 will receive their diplomas, or certificates, from the principal's office on the first work day following
6 graduation ceremonies.

7 **Graduation activities organized by district employees shall not be religious in nature.¹¹ The content of**
8 **any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the**
9 **school, employees, or Board.**

10 The director of schools shall develop procedures to ensure that students are recognized at graduation
11 ceremonies for the following achievements:¹⁰

- 12 • Honors;
- 13 • State Honors;
- 14 • State Distinction;
- 15 • District Distinction;
- 16 • Tri-Star Scholar;
- 17 • Students receiving a TN Seal of Biliteracy;
- 18 • Students voluntarily completing at least ten (10) hours of community service each semester the
19 student is in attendance at a public high school;
- 20 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 21 • Students graduating with a district-developed work ethic distinction.

22 **EARLY GRADUATION⁷**

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

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

- 27 1. Earn the required eighteen (18) credits;
- 28 2. Achieve a benchmark score for each required end-of-course exam;
- 29 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 30 4. Meet the minimum ACT or SAT benchmark score;
- 31 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 32 6. Complete at least two (2) types of the following courses:
 - 33 a. AP;
 - 34 b. IB;
 - 35 c. Dual enrollment; or
 - 36 d. Dual credit.

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

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Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chp. No. 442; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103
8. TCA 49-2-114
9. 28 CFR § 36.201-202
10. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; Public Acts of 2017, Chapter No. 207
11. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)

Cross References

- Section 504 & ADA Grievance Procedures 1.802**
Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Class Ranking 4.602
Student Fees and Fines 6.709

Marshall County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides	Descriptor Code: 5.110	Issued Date: 10/12/20
		Rescinds: 5.110	Issued: 06/09/14

1 The director of schools shall establish the salary rating of each person employed and shall recommend
2 such salary rating to the Board for its approval.¹ (9/1/00)

3 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No
4 payment to any employee for service performed on behalf of the school system shall be made from any
5 source other than the Board.²

6 Work contracts of professional personnel shall include two-hundred (200) days of responsibility, plus
7 twenty (20) days for each additional month assigned by the Board. Each work contract shall provide:³

- 8 1. A minimum of one hundred eighty (180) student attendance days;
- 9 2. A minimum of five (5) days for in-service education;
- 10 3. One (1) day for parent-teacher conferences;⁵
- 11 4. Ten (10) vacation/holiday days plus one (1) day for each additional twenty (20) days worked;
- 12 and
- 13 5. Four (4) days as designated by the Board.

14 The school calendar adopted by the Board each year shall become part of each employee's work
15 schedule.

16 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the
17 revenue is deposited with, and salaries paid through, the Board. This stipulation includes donations or
18 contributions from individual, civic, or other non-school related sources of funds from individual school
19 activity funds, such as gate receipts and concessions.^{1,4}

20 VACATION DAYS

21 Employees will be allowed to carry up to ten (10) unused vacation days ~~into the next year~~ **after July 31**.
22 Failure to use any days greater than ten (10) days will result in the loss of said days. ~~The maximum~~
23 ~~number of days that an employee can carry forward will be ten (10) with the exception of those~~
24 ~~employees who had accumulated days at May 31, 2001. The maximum number of days that can be~~
25 ~~carried forward for these employees will be the greater of the number of days accumulated at June 30,~~
26 ~~2007, or ten (10) days.~~

Legal References:

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

Cross References:

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 10/12/20
		Rescinds: 6.304	Issued: 07/11/16

1 The Marshall County Board of Education has determined that a safe, civil, and supportive environment
2 in school is necessary for students to learn and achieve high academic standards. In order to maintain
3 that environment, acts of bullying, cyber-bullying, discrimination, harassment, **intimidation**, hazing or
4 any other victimization of students, based on any actual or perceived traits or characteristics are
5 prohibited.¹

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

13 Building administrators are responsible for educating and training their respective staff and students as
14 to the definition and recognition of violations of this policy.³

15 **DEFINITIONS**⁴

16 *Bullying/Intimidation/Harassment* – An act that substantially interferes with a student's educational
17 benefits, opportunities, or performance, and the act has the effect of:

- 18 • Physically harming a student or damaging a student's property;
- 19 • Knowingly placing a student or students in reasonable fear of physical harm to the student or
20 damage to the student's property;
- 21 • Causing emotional distress to a student or students; or
- 22 • Creating a hostile educational environment.

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

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

29 *Hazing* – An intentional or reckless act by a student or group of students that is directed against any other
30 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or

1 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
2 of the school district shall not encourage, permit, condone or tolerate hazing activities.⁵

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

6 COMPLAINTS AND INVESTIGATIONS

7 Alleged victims of the above-referenced offences shall report these incidents immediately to a teacher,
8 counselor or building administrator.⁶ All school employees are required to report alleged violations of
9 this policy to the principal/designee. All other members of the school community, including students,
10 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

16 The principal/designee at each school shall be responsible for investigating and resolving complaints.
17 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48)
18 hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the
19 principal/designee shall provide the director of schools with appropriate documentation detailing the
20 reason why the investigation was not initiated within the required timeframe.⁷

21 **The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in
22 an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee
23 shall provide information on district counseling and support services. Students involved in an act of
24 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate
25 school counselor by the principal/designee when deemed necessary.⁸**

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

- 28
- It places the student in reasonable fear or harm for the student’s person or property;
 - It has a substantially detrimental effect on the student’s physical or mental health;
 - It has the effect of substantially interfering with the student’s academic performance; or
 - It has the effect of substantially interfering with the student’s ability to participate in or benefit
32 from the services, activities, or privileges provided by the school.

33 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
34 complete investigation of each alleged incident. All investigations shall be completed and appropriate
35 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the
36 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
37 principal/designee shall provide the director of schools with appropriate documentation detailing the
38 reasons why the investigation has not been completed or the appropriate intervention has not taken

1 place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA)⁹ at 20
2 U.S.C. §1232g, a written report on the investigation will be delivered to the parents of the complainant,
3 parents of the accused students and to the Director of Schools.

4 **RESPONSE AND PREVENTION¹⁰**

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

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

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

14 **A substantiated charge against a student may result in corrective or disciplinary action up to and**
15 **including suspension. The student may appeal this decision in accordance with disciplinary policies and**
16 **procedures.**

17 **REPORTS**

18 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
19 physical harm to a student or a student's property, the principal/designee of each elementary school,
20 middle school, or high school shall report the findings and any disciplinary actions to the director of
21 schools and the chair of the board of education.¹¹

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

27 The director of schools shall develop forms and procedures to ensure compliance with the requirements
28 of this policy and TCA §49-6-4503.

29 **RETALIATION AND FALSE ACCUSATIONS**

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

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

1
2
3
4

Legal References:

1. TCA 49-6-4503(a), (b)(3)
2. TCA 49-6-4506(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)
15. 20 USCA §§ 1681 to 1686

Cross References:

Appeals To and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Concerns 6.305
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 10/12/20
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees’
4 behaviors, students, and students’ behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator, as well as any personnel chosen to facilitate the
8 grievance process, shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR⁵**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/She shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Julie Thomas, Special Populations Supervisor
18 700 Jones Circle
19 Lewisburg, TN 37091
20 931-359-1581, ext. 12010
21 julie.thomas@mcstn.net

22 Jennie Carroll, Human Resource Supervisor
23 700 Jones Circle
24 Lewisburg, TN 37091
25 931-359-1581, ext. 12028
26 jennie.carroll@mcstn.net

27 **DEFINITIONS⁴**

28 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
29 harassment.

1 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
2 sexual harassment.

3 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 4 1. A school district employee conditioning an aid, benefit, or service of an education program or
5 activity on an individual’s participation in unwelcome sexual conduct;
- 6 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
7 objectively offensive that it effectively denies a person equal access to the education program or
8 activity; or
- 9 3. Sexual assault,⁶ dating violence⁷, domestic violence,⁸ or stalking⁹ as defined in state and federal
10 law.

11 Behaviors that constitute sexual harassment may include, but are not limited to:

- 12 1. Sexually suggestive remarks;
- 13 2. Verbal harassment or abuse;
- 14 3. Sexually suggestive pictures;
- 15 4. Sexually suggestive gesturing;
- 16 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 17 6. Subtle or direct propositions for sexual favors; and
- 18 7. Touching of a sexual nature.

19 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
20 opposite sex or the same sex.

21 “Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered
22 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
23 to, the following:

- 24 1. Counseling;
- 25 2. Course modifications;
- 26 3. Schedule changes; and
- 27 4. Increased monitoring or supervision.

28 The measures offered to the complainant and the respondent shall remain confidential to the extent that
29 maintaining such confidentiality would not impair the ability of the school district to provide the
30 supportive measures.

31 **GRIEVANCE PROCESS**

32 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title
33 IX Coordinator shall:

- 34 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 35 2. Consider the complainant’s wishes with respect to supportive measures;
- 36 3. Inform the complainant of the availability of supportive measures; and
- 37 4. Explain the process for filing a formal complaint.¹⁰

1 While the school district will respect the confidentiality of the complainant and the respondent as much
2 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
3 be consistent with the school district's legal obligations and the necessity to investigate allegations of
4 harassment and take disciplinary action.

5 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
6 process has been completed. Unless there is an immediate threat to the physical health or safety of any
7 student arising from the allegation of sexual harassment that justifies removal, the respondent's
8 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
9 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall keep
10 the Director of Schools informed of any employee respondents so that he/she can make any necessary
11 reports to the State Board of Education in compliance with state law.¹³

12 **Complaints**

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
14 immediately report such information to the Title IX Coordinator; however, nothing in this policy requires
15 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
16 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

17 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
18 notification shall be made per the board policy on reporting child abuse.

19 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 20 1. Provide written notice of the allegations, and the grievance process to all known parties to give
21 the respondent time to prepare a response before an initial interview;
- 22 2. Inform the parties of the prohibition against making false statement or knowingly submitting
23 false information;
- 24 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 25 4. Offer supportive measures in an equitable manner to both parties.

26 **Investigations¹⁶**

27 The Support Services Supervisor and Student Services Supervisor shall serve as the investigators and be
28 responsible for investigating complaints in an equitable manner that involves an objective evaluation of
29 all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding
30 responsibility rests on the school district and not the complainant or respondent.

31 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours
32 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
33 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
34 why the investigation was not initiated within the required timeframe.

35 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
36 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
37 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
38 investigation has not been completed.

1 All investigations shall:

- 2 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 3 2. Not restrict the ability of either party to discuss the allegations under investigation or gather and
4 present relevant evidence;
- 5 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
6 seek disclosure of information protected under a legally recognized privilege unless such
7 privilege has been waived;¹⁷
- 8 4. Provide the parties with the same opportunities to have others present during any grievance
9 proceeding;
- 10 5. Provide to parties whose participation is requested written notice of the date, time, location,
11 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
12 for the party to prepare to participate;
- 13 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
14 the allegations in the formal complaint; and
- 15 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 16 1. Prior to the completion of the investigative report, the investigator shall send to each party
17 the evidence subject to inspection and review. All parties shall have at least ten (10) days to
18 submit a written response which shall be taken into consideration in creating the final report.

19 Within the parameters of the federal Family Education Rights and Privacy Act,¹⁸ the Title IX Coordinator
20 shall keep the complainant and the respondent informed of the status of the investigation process. At the
21 close of the investigation, a written final report on the investigation will be delivered to the
22 parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of
23 Schools.

24 **Determination of Responsibility¹⁹**

25 The respondent is presumed not responsible for the alleged conduct until a determination regarding
26 responsibility is made at the conclusion of the grievance process.²⁰ The clear and convincing evidence
27 standard shall be used in making this determination.²¹

28 The Director of Schools shall act as the decision-maker. He/She shall receive the final report of the
29 investigation and allow each party the opportunity to submit written questions that he/she wants asked
30 of any party or witness prior to the determining responsibility.

31 The decision-maker shall make a determination regarding responsibility and provide the written
32 determination to the parties simultaneously along with information about how to file an appeal.

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

36 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
37 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
38 if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any
39 other actions are necessary to prevent reoccurrence of the harassment.

1 **APPEALS**²²

2 Either party may appeal from a determination of responsibility based on a procedural irregularity that
 3 affected the outcome, new evidence that was not reasonably available at the time of the determination
 4 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
 5 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
 6 Coordinator within ten (10) days of a determination of responsibility.

7 Upon receipt of an appeal, the Title IX Coordinator shall:

- 8 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 9 2. Notify the parties in writing.

10 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
 11 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
 12 the result of the appeal and the rationale for the result. The written decision shall be provided
 13 simultaneously to both parties.

14 **RETALIATION**²³

15 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 16 participate in any investigation of an act alleged in this policy is prohibited.

Legal References:

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-3151 TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References:

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual,
 Racial, Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns	Descriptor Code: 6.305	Issued Date: 10/12/20
		Rescinds: 6.305	Issued: 02/13/17

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students
2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
3 appealed to the school principal/designee. To appeal, students shall contact the principal’s office in their
4 school and provide their name, the issue, and the reason for their appeal on a printed form available at
5 the school office within two (2) days. The appeal shall be decided confidentially and promptly,
6 preferably within two (2) school days.

7 However, if the principal does not make a decision within two (2) school days, students or
8 parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the
9 central office. The information provided should include the student’s name, the school, and a description
10 of the problem.

11 An investigation and decision shall be made within two (2) school days and communicated to the school
12 principal and student by telephone. A written copy of the decision also shall be sent to the student and
13 the principal.

14

Cross References:

- Appeals To & Appearances Before the Board 1.404
- Instructional Program 4.100
- Student Discrimination, Harassment, Bullying,
Cyberbullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 10/12/20
		Rescinds: 6.316	Issued: 12/09/13

1 **DEFINITIONS:¹**

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

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

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

9 **REASONS FOR SUSPENSION/EXPULSION:**

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

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

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

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

12 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense
13 under a reasonable belief that the student, or another to whom the student was coming to the defense,
14 may have been facing the threat of imminent danger of death or serious bodily injury, then the student
15 may not face any disciplinary action.¹

16 **IN-SCHOOL SUSPENSION:**⁵

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

24 **PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION AND EXPULSION:**⁶

- 25 1. Unless the student's continued presence in the school, class or school-related activity presents an
26 immediate danger to the student or other persons or property, no principal shall suspend/expel any
27 student until that student has been advised of the nature of his/her misconduct, questioned about it,
28 and allowed to give an explanation.
- 29 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the
30 principal shall make an immediate attempt to contact the parent or guardian to inform them of the
31 suspension/expulsion. The student shall not be sent home before the end of the school day unless the
32 parent or guardian has been contacted.
- 33 3. The principal shall notify the parent or guardian and the director of schools or designee in writing:

- 1 a. Of the suspension/expulsion and the cause for it; and
 2 b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as
 3 possible, but no later than five (5) days following the suspension/expulsion.
- 4 4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or
 5 student, the principal shall determine the length of the suspension/expulsion and set conditions for
 6 readmission. If the principal determines the length of the suspension to be between six (6) and the
 7 maximum of ten (10) days, the principal shall develop and implement a plan for correcting the
 8 behavior when the student returns to school.
- 9 5. If at the time of the suspension the principal determines that an offense has been committed which,
 10 in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days,
 11 he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon
 12 such terms and conditions as are deemed reasonable.
- 13 6. The principal shall immediately give written or actual notice to the parent or guardian and the student
 14 of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals
 15 must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by
 16 the parent or guardian, the student or any person holding a teaching license who is employed by the
 17 school system if requested by the student.
- 18 7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed
 19 by the Board.
- 20 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student
 21 shall be permitted to take such final examinations or submit such required work as necessary to
 22 complete the course of instruction for that semester, subject to conditions prescribed by the principal.
- 23 9. Students who have been suspended Out of School, placed in In-School Suspension, or placed in
 24 Alternative School may not participate in any school related extracurricular activities until the end
 25 of the regular school day on the last day of the suspension.

26

27

 Legal References:

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

 Cross References:

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

Marshall County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 10/12/20
		Rescinds: 6.319	Issued: 04/09/18

1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs.¹

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

7 Alternative school programs shall be operated in accordance with state laws and the rules of the State
8 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
9 instructional programs at the student's home school.²

10 The director of schools shall develop procedures that provide appropriate educational opportunities for
11 all students assigned to an alternative education program. These educational opportunities shall utilize
12 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
13 instructional techniques, and provide the resources necessary to foster student learning and
14 achievement.³

15 ~~Annually, the director of schools/designee shall submit the following information to the Department of
16 Education:³~~

- 17 ~~1. Alternative school(s) or program(s) currently in operation in the district;~~
18 ~~2. Number and grade level of students served in an alternative education program;~~
19 ~~3. Primary reason for student assignment to an alternative education program; and~~
20 ~~4. Number of faculty and staff serving each alternative education program.~~

21 **ASSIGNMENT³**

22 **Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
23 alternative school or program if there is staff and space available.⁴ Availability of staff and space shall
24 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
25 make this determination by evaluating factors including, but not limited to, the following:**

- 26 **1. Level of supervision available;**
27 **2. Safety considerations; and**
28 **3. Type of infraction.**
29

1 Students who have committed zero tolerance offenses are not required to be assigned to alternative
2 schools or programs.⁵

3 Prior to the assignment of the student to an alternative school program, the director of schools/designee
4 shall provide written notice to the student's parent/guardian stating the reason for the student's
5 placement.⁶

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

11 Attendance in alternative school programs shall be mandatory, and students attending an alternative
12 school located outside of the school district shall provide their own transportation.

13 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
14 student enrolled in an alternative education program.

15 **REMOVAL⁸**

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

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

20 **ADDITIONAL OFFENSES⁹**

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

24 **TRANSITION PLANS¹⁰**

25 The director of schools/designee shall develop procedures regarding the implementation of transition
26 plans for the integration of students ~~entering and exiting the program~~ assigned to the alternative school.

Legal References:

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302
4. [Public Acts of 2020, Chapter No. 603](#)
5. [Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09\(6\)\(a\)](#)
6. [TRR/MS 0520-01-02-.09\(9\)\(i\)](#)
7. [TRR/MS 0520-01-02-.09\(9\)\(h\)](#)
8. [Public Acts of 2020, Chapter No. 603](#)
9. [TRR/MS 0520-01-02.09\(9\)\(g\)\(2\)](#)
10. [TRRM/MS 0520-01-02-.09\(m\)](#)

Cross References:

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 10/12/20
		Rescinds: 6.409	Issued: 08/13/18

1 *General*

2 The Director of Schools shall:¹

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

9 The Coordinator shall assist any employee with appropriately reporting and responding to instances of

10 child abuse or child sexual abuse.

11 **REPORTING**

12 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know

13 or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed

14 immediately with the Coordinator, the Department of Children’s Services (DCS), and law enforcement.⁴

15 The report shall include, to the extent known by the reporter:⁵

- 16 1. The name, address, telephone number, and age of the child;
- 17 2. The name, address, and telephone number of the parents or persons having custody of the child;
- 18 3. The nature and extent of the abuse or neglect; and
- 19 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 20 abuse or neglect.

21 The Director of Schools/designee shall develop reporting procedures, including sample indicators of

22 abuse and neglect, and shall disseminate the procedures to all school personnel.

23 **CONFIDENTIALITY**

24 District employees shall keep all information regarding any child abuse confidential in accordance with

25 state law.

26

27

1 INVESTIGATIONS

2 School administrators and employees have a duty to cooperate, provide assistance and information in
3 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
4 school. The principal may control the time, place and circumstances of the interview but may not insist
5 that a school employee be present even if the suspected abuser is a school employee or another student.
6 The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to
7 be interviewed even if the suspected abuser is not a member of the child's household.⁷

8

9

Legal References:

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;
TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen.
Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

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

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 11/10/11
		Rescinds: 1.403	Issued: 07/21/05

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
2 meeting. Any board member may recommend items to be placed on the agenda for discussion. The
3 particular order may vary from meeting to meeting in keeping with the business at hand.
4

5 The agenda (which shall include the consent agenda), together with supporting materials, shall be given
6 to board members at least one (1) day prior to the scheduled date of the meeting. The agenda shall be
7 available for public inspection when it is distributed to the board members. At the beginning of each
8 meeting the Board shall, by a majority vote, approve changes in the agenda for the meeting, which may
9 involve the addition to or deletion of items previously included on the agenda. The Board, however,
10 may not revise board policies or adopt new ones, unless such action has been scheduled.
11

12 Staff members or citizens of the district may suggest items for the agenda by presenting proposed items
13 to the director of schools or the chairman of the Board.
14

15 For items to be considered on the agenda, they must be received in the director of schools' office at
16 least seven (7) days prior to the scheduled date of the meeting. The person(s) requesting an item on the
17 agenda shall forward any background information to the director of schools' office so that the material
18 will be included in the delivery to the board members prior to the meeting.
19

20 The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members
21 of the public who wish to speak.
22

23 Citizens wishing to address the Board must follow guidelines set forth in policy *Appeals to and*
24 *Appearances Before the Board* (1.404).
25

26 **CONSENT AGENDA**

27
28 While developing the agenda, the chair and director of schools shall identify routine or non-controversial
29 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any
30 member objects to including an item on the consent agenda, that item shall be moved to the regular
31 agenda as an action item requiring discussion. The remaining consent items may be adopted in a single
32 vote without discussion.
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Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 10/08/12
		Rescinds: 3.206	Issued: 11/13/08

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
 2 public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the
 3 welfare of the community, as approved by the director of schools.^{1,2,3}

- 4
- 5 1. Requests for the use of school facilities shall be made first at the office of the principal.
 - 6 a. If approved by the principal, a *Use of School Facility* form will be signed
 - 7 by the principal and given the group requesting use of facilities.
 - 8 b. The group must secure liability insurance to cover the use of facilities at the
 - 9 minimum of \$1,000,000
 - 10 c. Proof of insurance and the *Use of School Facility* form must be presented at the
 - 11 central office for final approval by the director of schools.
- 12 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
- 13 the schools shall be permitted reasonable use of school facilities without charge, or insurance
- 14 coverage;
- 15 3. School facilities may not be used for private profit, except for after-school tutoring/lessons pro-
- 16 vided by a certified employee of the Marshall County School System to enhance the educational
- 17 process. Any for-profit group who wishes to use school facilities for one-time performances or
- 18 other programs must have special Board approval;²
- 19 4. Unused facilities may be leased for private day-care centers which provide educational and child
- 20 care services to the community;²
- 21 5. All activities must be under competent adult supervision and approved by the building principal.
- 22 In all cases, an assigned school employee will be present. The group using the facilities will be
- 23 responsible for any damage to the building or equipment and payment of supervision and clean
- 24 up at the rate of time and a half the hourly rate of the personnel used;
- 25 6. Groups receiving permission for building use are restricted to the dates and hours approved and
- 26 to the building area and facilities specified;
- 27 7. Groups receiving permission for building use are responsible for the observance of all fire and
- 28 safety regulations at all times;
- 29 8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted
- 30 in school buildings. Smoking within the building is not permitted.³;
- 31 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
- 32 Civil Defense, and will make suitable facilities available without charge during community
- 33 emergencies;
- 34 10. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise
- 35 the use of the equipment. Compensation must be paid to cafeteria member(s) at the rate of time
- 36 and one-half of their hourly rate; and
- 37 11. School facilities may not be used for religious purposes on a permanent basis (over 6 months).

38
 39 Legal References:
 40 1. TCA 49-50-201
 41 2. TCA 49-2-203(b)(4)
 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
 113 S. Ct. 2141 (1993)

Cross References:
 Tobacco-Free Schools 1.803
 Care of School Property 6.311



REQUEST FOR USE OF MCHS
(SCHOOL)

Area/Room of the building requested Hallways, Cafeteria, "Home Ec." Room

Name/Type of event to be held Christmas Bazaar (craft fair)

Date of the event Sat, Nov 21, 2020 / set-up Fri, 11/20 Time Fri. 4:00pm-7:00/sat 7am-3pm

Organization/Person requesting use Marshall County Art Guild

Name of insurance company Everett Ins. Aetna Amount of coverage \$1mil
*Minimum coverage of \$1,000,000 required

Contact person for organization using building Anna Childress

Address 7690 Childress Rd. Phone 359-3918 Cell 931-637-5810

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use Anna Childress Date 9-11-2020

Signature of principal Ryan Dwyer Date 9-14-2020

Signature of Director of Schools for approval Carol Powell Date 9-14-20

MARSHALL COUNTY BOARD OF EDUCATION POLICY

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of the community, as approved by the Director of Schools.

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.

Marshall County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 08/12/19
		Rescinds: 1.406	Issued: 10/12/99

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of
2 the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with the
3 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed
4 by the chair and director of schools.² The minutes shall become permanent records of the Board and
5 shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be
6 provided to all board members, the president of the local education association, and to each of the schools
7 no more than thirty (30) days after the approval by the Board.⁴

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or absent,
10 and the approval of the minutes of the preceding meeting;²
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
12 the names of the members making and seconding the motions, and a record of the members
13 voting “aye” and “nay” in the event of a roll call vote;²
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed, and whether or not any motions were made regarding
16 those items.

Legal References:

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019,
Chapter No. 248

Cross References:

Duties of Officers 1.201

September 14, 2020

The Marshall County Board of Education met in regular session on Monday, September 14, 2020, at 6:00 p.m., in the Board Conference Room at Jones School.

Members present were William Bell, Julie Keny Cathey, Kristen Gold, Susan Hunter, Harvey Jones, Heidi McElhane, Robert Warf, and Andy Woodard. John Daniel Allen was absent.

Pledge/Prayer

Ms. Cathey turned the meeting over to Director of Schools Jacob Sorrells. Mr. Sorrells opened the floor for nominations for Chairman of the Board. Mr. Jones made a motion, with a second by Ms. Gold, to nominate Ms. Cathey for the position. The motion passed 8-0; Ms. Cathey was named Chairman of the Board.

Ms. Hunter made a motion, with a second by Mr. Jones, to nominate Ms. Gold for Vice Chair. The motion passed 8-0.

Ms. Hunter made a motion, with a second by Ms. Gold, to nominate Mr. Woodard for the Chair Pro-Tem position. The motion passed 8-0.

Ms. Gold made a motion, with a second by Mr. Jones, to approve the agenda. The motion passed 8-0.

Mr. Sorrells recognized bus driver David Gilbert for his quick reaction to a police chase that potentially saved lives.

There was no MCEA report.

The board agreed to continue meeting on the second Monday of the month at 6:00 p.m.

The board agreed on committees for 2020-2021.

A Policy Committee meeting was scheduled for Monday, October 12 at 5:15, followed by the monthly meeting.

Presented under Consent Agenda: August 10, 2020, board meeting minutes. Mr. Jones made a motion, with a second by Ms. Hunter, to approve the consent agenda. The motion passed 8-0.

Ms. Gold made a motion, with a second by Mr. Jones, to approve the propane bid submitted by AllGas, the sole bidder. The motion passed 8-0.

Ms. Hunter made a motion, with a second by Mr. Jones, to approve the Federal Budgets Revision #2. The motion passed 8-0.

Under New Business, the board agreed to recognize the system's retirees from the past two years during the October board meeting.

During the Director's Report, a Board Retreat was scheduled for Tuesday, October 20 at 5:30 p.m. in the lower conference room. Mr. Sorrells shared enrollment numbers at each school, which included virtual students. He explained that there will be testing this year, but hopefully the teachers and students will be held harmless. He discussed attendance/non-work of virtual students. He presented a document showing the most recent COVID-19 numbers in the system. COVID district- and school-level data are being provided to the state.

Mr. Sorrells concluded his report by welcoming new board member Erin Jones, and thanked Harvey Jones for including Micah McClendon in the meeting's opening prayer.

The meeting adjourned at 6:29 p.m.

Respectfully Submitted,

Julie Keny Cathey, Chair

Jacob Sorrells, Director

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Solicitations/Fundraising Activities</h2>	Descriptor Code: 2.601	Issued Date: 12/12/16
		Rescinds:	Issued:

1 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or
 2 services, soliciting funds or information, or securing participation in non-school related activities and
 3 functions. At the same time, schools shall inform and assist students in learning about programs,
 4 activities or information which may be of help or service to them. To attempt a fair balance, the following
 5 general guidelines will apply:

- 6 1. Fundraising activities are permitted in the individual schools and each activity shall be for the
 7 purpose of supplementing funds for established school programs and not for supplanting funds
 8 which are the responsibility of the public.

- 9 2. No fundraising activities will be conducted without the approval of the director of schools or
 10 his/her designee. No teacher or coach shall be contacted by salesmen during school hours,
 11 without prearrangement through the principal. Student organizations will not conduct fundraising
 12 campaigns without first the approval of the principal, then the director of schools or his/her
 13 designee. Fundraising activities must be requested on a form provided by the director of schools
 14 at least 60 days prior to the proposed fundraiser.

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

- 18 4. The principal must obtain written approval from the director of schools or designee for all
 19 fundraising activities, including online fundraising activities, that involve the participation of the
 20 general student population in the marketing process of the fundraising effort. All other
 21 fundraising activities, including online fundraising activities, must have written approval from
 22 the principal and comply with all administrative procedures issued by the director of schools.
 23 The authorization request shall contain the following information:¹
 - 24 1) The proposed fundraising activity(ies);
 - 25 2) Purpose of the fundraising activity;
 - 26 3) Proposed uses of funds raised;
 - 27 4) Expected student involvement in fundraising activity (school-wide or individual class or
 28 club); and
 - 29 5) Margin of profit and how it is to be paid to the school.

- 30 5. The director of schools shall determine whether or not the activity will benefit the school,
 31 contribute to the welfare of the student body and supplement, not replace, funds necessary to
 32 fulfill the board's required contributions.

- 1 6. Students will not be excused from class to participate in a fundraising activity. No grade in a
2 subject or course will be affected by a student's participation in a fundraising activity.
- 3 7. No quotas will be imposed on students involved and their efforts will be voluntary. Students who
4 do not participate in fundraising activities will not be punished or discriminated against in any
5 way.
- 6 8. Community Service Projects: The Board wishes to encourage the involvement of students in
7 civic and charitable endeavors for the betterment of our community. Therefore, community
8 service projects are permitted if they are student PTO/PTA/Booster club led. The principal must
9 approve all community service projects initiated. Some examples of these might be Angel Tree,
10 can drives, blood drives, environmental community projects, etc.
- 11 9. Dismissal from school for participation in fundraisers is not allowed.
- 12 10. The Marshall County Board of Education does not endorse door-to-door solicitations.

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

15 **LOTTERIES**

16 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
17 among purchasers of chances by means of tickets or otherwise through a random drawing or other
18 random selection process.²

19 **ONLINE FUNDRAISING**

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

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

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

Cross References:

- Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605



Fundraiser Authorization

Proposed Fundraising Activity: Sell snacks/drinks during Racket Time

Purpose of Fundraiser: To raise funds for donation to the McClendon family.

Fund/Account Name: Juniors (Class of 2022)

Current balance of fund account \$ 190.34 Date 9/3/2020

Anticipated date(s) of fundraiser: Beginning Sept 2020 Ending Oct 2020

Expected Student Involvement (schoolwide or specific school organization): _____

~~Students will bring \$1 to be able to wear a hat for the day.~~ School wide

Margin of profit (if applicable): 100%

Method by which school will receive profit: snack + drink items will be donated and all sales will be for profit.

How and when will these funds be spent to benefit students/instruction: _____

Requested by: Kelly Jerik
Teacher/Club

Date: 9/14/2020

Approved by: [Signature]
Principal

Date: 9/14/20

Approved by: [Signature]
Director of Schools

Date: 9-14-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Online Store / T-shirts

Purpose of Fundraiser: Season Expenses for Wrestling

Fund/Account Name: WRESTLING

Current balance of fund account \$ 2526.38 Date 9/9/20

Anticipated date(s) of fundraiser: Beginning 09/09/2020 Ending 11/01/2020

Expected Student Involvement (schoolwide or specific school organization):
NONE

Margin of profit (if applicable): \$4.00 per sale

Method by which school will receive profit: T-shirt will reimburse school account

How and when will these funds be spent to benefit students/instruction:
Season Expenses

Requested by: [Signature] Date: 9/9/2020
Teacher/Club

Approved by: [Signature] Date: 9/9/20
Principal

Approved by: [Signature] Date: 9-9-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

*If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)

Principal's Signature _____

Fundraiser Authorization

Proposed Fundraising Activity: Car Wash

Purpose of Fundraiser: to raise funds for travel expenses
to away games

Fund/Account Name: MCHS Cheerleading

Current balance of fund account \$ 2000 Date 9/10/20

Anticipated date(s) of fundraiser: Beginning 9/4/20 Ending 9/14/20

Expected Student Involvement (schoolwide or specific school organization): The cheerleaders

will be the only ones washing cars. Anyone can have their car washed.

Margin of profit (if applicable): n/a

Method by which school will receive profit: donations are given as cars are washed

How and when will these funds be spent to benefit students/instruction: these funds will be spent for the cheerleaders to travel to away football games.

Requested by: Carolyn Mills Date: 7/30/20

Teacher/Club

Approved by: [Signature] Date: 7/30/20

Principal

Approved by: [Signature] Date: 9-11-20

Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: T-SHIRTS (TieDye/TIGER)

Purpose of Fundraiser: to raise money for OGES Parents Club to support Oak Grove Elementary School.

Fund/Account Name: Oak Grove Parent Club

Current balance of fund account \$ 15,783.⁹⁰ Date 9/10/2020

Anticipated date(s) of fundraiser: Beginning 9/14/2020 Ending 5/15/2020

Expected Student Involvement (schoolwide or specific school organization): _____

Presale Order Form 5

Margin of profit (if applicable): \$2000⁰⁰

Method by which school will receive profit: Cash OR Check

How and when will these funds be spent to benefit students/instruction: Shade for the playground + other teacher needs, throughout the year.

Requested by: Andrew J Childers Wolf Date: 9/10/2020
Teacher/Club

Approved by: Mary Maguire Date: 9-11-20
Principal

Approved by: Carol Sorrell Date: 9-11-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Homecoming Shirt Sale

Purpose of Fundraiser: Senior Class Expenses - Graduation, etc.

Fund/Account Name: Senior Class of 2021

Current balance of fund account \$ 2160.74 Date 9/16/20

Anticipated date(s) of fundraiser: Beginning 9/16/20 Ending 9/20/20

Expected Student Involvement (schoolwide or specific school organization): none - using online store

Margin of profit (if applicable): 35%

Method by which school will receive profit: Check from Jabber's

How and when will these funds be spent to benefit students/instruction: _____

Requested by: [Signature] Date: 9-16-20
Teacher/Club

Approved by: [Signature] Date: 9-16-20
Principal

Approved by: [Signature] Date: 9-16-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Sell key lanyards

Purpose of Fundraiser: Raise money for McClellon Family

Fund/Account Name: Junior Class

Current balance of fund account \$ 190.34 Date 9-17-2020

Anticipated date(s) of fundraiser: Beginning ASAP Ending _____

Expected Student Involvement (schoolwide or specific school organization): _____
~~Students will bring \$1 to be able to wear a hat for the day.~~

Margin of profit (if applicable): \$3

Method by which school will receive profit: cash/check

How and when will these funds be spent to benefit students/instruction: _____

Requested by: [Signature]
Teacher/Club

Date: 9/17/20

Approved by: [Signature]
Principal

Date: 9/17/20

Approved by: [Signature]
Director of Schools

Date: 9-17-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

"If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)"

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Hat Day

Purpose of Fundraiser: To raise money for Micah McClendon, a Forrest student who was injured in the football game on 9/11, and his family.

Fund/Account Name: Forrest Leo Club- Leo Club will not be keeping any money.

Current balance of fund account \$ 2113.17 Date 9/14/20

Anticipated date(s) of fundraiser: Beginning 9/18/20 Ending 9/18/20

Expected Student Involvement (schoolwide or specific school organization):
Students will bring \$1 to be able to wear a hat for the day.

Margin of profit (if applicable): Leo Club will not profit. All money raised will go to Micah's family.

Method by which school will receive profit: Leo Club will collect the money and distribute it. School will not profit.

How and when will these funds be spent to benefit students/instruction:
The funds will be given to his family as soon as possible after Friday. Sometime during the week of 9/20/20.

Requested by: Libby Stubblefield- Forrest Leo Club Date: 9/12/20
Teacher/Club

Approved by: [Signature] Date: 9/14/20
Principal

Approved by: [Signature] Date: 9-14-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Fundraiser Authorization

Proposed Fundraising Activity: Hat Day for Micah Mc Clendon +
 Purpose of Fundraiser: To raise money to donate to the Donation
family of Micah Mc Clendon
 Fund/Account Name: MCHS Student Council
 Current balance of fund account \$ 2737.02 Date 9/15/2020
 Anticipated date(s) of fundraiser: Beginning 9/18/2020 Ending 9/18/2020
 Expected Student Involvement (schoolwide or specific school organization): Schoolwide -

Margin of profit (if applicable): Unknown

Method by which school will receive profit: Students will make donations of
\$1 or more to wear a hat for the day - we will also
 How and when will these funds be spent to benefit students/instruction: accept donations @ school
and at the football game
Funds will be donated to Micah's
family to help with expenses like food, gas, ~~rent~~ etc.

Requested by: Vanessa Sweeney ^{Student} Council Date: 9/15/2020
 Teacher/Club

Approved by: Ryan Dumas Date: 9/15/20
 Principal

Approved by: Geoff Sorrell Date: 9-16-20
 Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____
Less: Total Expenses	\$ _____
Total Fundraiser Profit	\$ _____
Total Purchases with Fundraiser Profit	\$ _____
*Difference	\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: FOAM TIGER HAT
 Purpose of Fundraiser: Raise money for OGES Parent Club to be used to support Oak Grove Elementary School.
 Fund/Account Name: Oakgrove Parent Club
 Current balance of fund account \$ 15,783⁰⁰ Date 9/10/2020
 Anticipated date(s) of fundraiser: Beginning 9/18? Ending 9/25/2020

Expected Student Involvement (schoolwide or specific school organization):
Presale Order Form

Margin of profit (if applicable): \$400⁰⁰

Method by which school will receive profit: Cash or Check

How and when will these funds be spent to benefit students/instruction: Shade for the playground & other teacher needs, throughout the year.

Requested by: Judith Childers Weuf Date: 9/17/2020
Teacher/Club

Approved by: [Signature] Date: 9-17-20
Principal

Approved by: [Signature] Date: 9-17-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Games
Concessions

Proposed Fundraising Activity: Powder Puff Football - Homecoming

Purpose of Fundraiser: To provide a school activity for students on Monday + Tuesday of Homecoming Week

Fund/Account Name: MCHS Student Council

Current balance of fund account \$ 2737.02 Date 9/15/2020

Anticipated date(s) of fundraiser: Beginning 9/21/2020 Ending 9/25/2020

Expected Student Involvement (schoolwide or specific school organization): School wide participation and community spectators

Margin of profit (if applicable): ~\$1000 based on previous years

Method by which school will receive profit: Ticket/Gate Sales + Concessions

How and when will these funds be spent to benefit students/instruction: Activities and events to promote school culture and climate

Requested by: Vanessa J. Sweeney / Student Council Date: 9/15/2020
Teacher/Club

Approved by: Ryan D. [Signature] Date: 9/15/20
Principal

Approved by: Carol [Signature] Date: 9-16-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Online Brochure Sale

Purpose of Fundraiser: materials and equipment

Fund/Account Name: MES PTO

Current balance of fund account \$ 9,000. Date _____

Anticipated date(s) of fundraiser: Beginning 9-21-2020 Ending Oct. 2, 2020

Expected Student Involvement (schoolwide or specific school organization): MES PTO

Margin of profit (if applicable): \$ 4000.

Method by which school will receive profit: MES PTO

How and when will these funds be spent to benefit students/instruction: current school year 2020-2021

Requested by: MES PTO Teacher/Club Date: 9-9-2020

Approved by: [Signature] Principal Date: 9-9-2020

Approved by: [Signature] Director of Schools Date: 9-9-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Follett eFair (virtual book fair)

Purpose of Fundraiser: raise funds to purchase books and supplies for the library

Fund/Account Name: DHIS Library

Current balance of fund account \$ 475.00 (approx.) Date 9/11/20

Anticipated date(s) of fundraiser: Beginning 9/21/20 Ending 10/11/20

Expected Student Involvement (schoolwide or specific school organization): _____

All students will be able to participate

Margin of profit (if applicable): up to 40% of gross profit

Method by which school will receive profit: as credit with Follett (Titlewave)

How and when will these funds be spent to benefit students/instruction: ASAP

Requested by: Amy May/ library Date: 9/11/20
Teacher/Club

Approved by: [Signature] Date: 9/11/20
Principal

Approved by: [Signature] Date: 9-21-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature



Fundraiser Authorization

Proposed Fundraising Activity: Muffins for Mucan

Purpose of Fundraiser: To raise money to donate to fund for Mucan McClendon

Fund/Account Name: HOSA

Current balance of fund account \$ 3344.04 Date 5/31/20

Anticipated date(s) of fundraiser: Beginning 9/21/20 Ending 12/17/20

Expected Student Involvement (schoolwide or specific school organization): Selling muffins and breakfast items before school/rocket time to raise money for Mucan

Margin of profit (if applicable): 0

Method by which school will receive profit: 0

How and when will these funds be spent to benefit students/instruction: donation to Mucan McClendon fund

Requested by: Krista Sellen / HOSA Date: 9/17/20
Teacher/Club

Approved by: [Signature] Date: 9/17/20
Principal

Approved by: [Signature] Date: 9-17-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections	\$ _____
Less: Total Expenses	\$ _____
Total Fundraiser Profit	\$ _____
Total Purchases with Fundraiser Profit	\$ _____
*Difference	\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Fundraiser Authorization

maggie moos
Kona Ice
Belly Flop BBA
Smashville

Proposed Fundraising Activity: Homecoming Food Trucks during Fair

Purpose of Fundraiser: To provide options for our students on Homecoming Day while they decorate and to raise money for service, Renaissance

Fund/Account Name: MCHS Student Council leadership events

Current balance of fund account \$ 2737.02 Date 9/15/2020

Anticipated date(s) of fundraiser: Beginning 9/25/2020 Ending 9/25/2020

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): unknown - receive a percentage of sales

Method by which school will receive profit: Students will purchase items from trucks and then a donation will be made to school

How and when will these funds be spent to benefit students/instruction: Activities and events to promote school culture

Requested by: Vanessa K Sweeney / Student Council Date: 9/15/2020
Teacher/Club

Approved by: Ryan Dwyer Date: 9/15/20
Principal

Approved by: Carol Lorde Date: 9-16-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Drink Sale (Beta Club - HS)

Purpose of Fundraiser: Raise money for the McClendon family

Fund/Account Name: HS Beta Club

Current balance of fund account \$ 6,654.07 Date 4-30-20

Anticipated date(s) of fundraiser: Beginning 9/25 Ending 9/25/20

Expected Student Involvement (schoolwide or specific school organization): Schoolwide - Students can purchase a can drink for \$1 (and rec. a ribbon)

Margin of profit (if applicable): _____

Method by which school will receive profit: cash from students

How and when will these funds be spent to benefit students/instruction: all funds will be given to the McClendon family

Requested by: Tray Hall / Beta Date: 9-16-20
Teacher/Club

Approved by: [Signature] Date: 9/16/20
Principal

Approved by: [Signature] Date: 9-16-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Raise funds for Micah's family (donations)

Purpose of Fundraiser: _____

Fund/Account Name: Band Boosters

Current balance of fund account \$ 13,000 Date 09/22/20

Anticipated date(s) of fundraiser: Beginning 9/25/20 Ending _____

Expected Student Involvement (schoolwide or specific school organization): Concessions

Margin of profit (if applicable): ~~\$~~ 100%

Method by which school will receive profit: N/A

How and when will these funds be spent to benefit students/instruction: funds from donations
& a portion of sales will be given to the family

Requested by: [Signature] Band!
Teacher/Club

Date: 9/22/2020

Approved by: [Signature]
Principal

Date: 9/22/20

Approved by: [Signature]
Director of Schools

Date: 9-22-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Spaghetti Supper for Micah McClelland

Purpose of Fundraiser: To raise money for Micah's recovery/future needs.

Fund/Account Name: Leo Club or HOSA

Current balance of fund account \$ Leo - 2113.17 Date 9/16/20

Anticipated date(s) of fundraiser: Beginning ticket sales - end of September Ending Oct. 24 - date of event

Expected Student Involvement (schoolwide or specific school organization): Club members will
Students will bring \$1 to be able to wear a hat for the day. help with ticket sales + clean up

Margin of profit (if applicable): no profit

Method by which school will receive profit: no profit

How and when will these funds be spent to benefit students/instruction: _____

Requested by: Libby Stubblefield - Leo Club
Teacher/Club

Date: 9/16/20

Approved by: [Signature]
Principal

Date: 9/16/20

Approved by: [Signature]
Director of Schools

Date: 9-16-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Marshall County School System

Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Little Caesar's Pizza Kits
 Purpose of Fundraiser: to raise funds for our annual trip to Holiday World Music Festival
 Fund/Account Name: WES Chorus
 Current balance of fund account: \$ 6500⁰⁰ Date: 9-23-2020
 Anticipated date(s) of fundraiser: Beginning 9/30/2020 Ending 10/23/2020
 Expected Student Involvement (schoolwide or specific school organization): WES Chorus

Margin of profit (if applicable): \$6.⁰⁰ per kit
 Method by which school will receive profit: up-front payment for orders
 How and when will these funds be spent to benefit students/instruction: Funds will be spent on ~~bus~~ transportation and entry fee.

Requested by: Nora Toms / Chorus Date: 9/23/2020
Teacher/Club
 Approved by: Rachel Per Date: 9/23/2020
Principal
 Approved by: Carol Lovell Date: 9-23-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

*If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Poinsettia Plant Sale

Purpose of Fundraiser: Fund Spring Sport team expenses including baseball/softball field maintenance

Fund/Account Name: 6001

Current balance of fund account \$ 0 Date 9/22/20

Anticipated date(s) of fundraiser: Oct-Nov presale with Nov 24 delivery
Expected Student Involvement (schoolwide or specific school organization): Spring Sports

Margin of profit (if applicable): 50-75%
Method by which school will receive profit: Purchases

How and when will these funds be spent to benefit students/instruction: Will fund spring sport expenses including field maintenance and upkeep on baseball and softball fields

Requested by: Ben Putman
Teacher/Club

Date: 9/22/20

Approved by: BOA
Principal

Date: 9/22/2020

Approved by: Gaol Sorrells
Director of Schools

Date: 9-21-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature

Fundraiser Authorization

Proposed Fundraising Activity: Sonic Community Fundraiser
Purpose of Fundraiser: season expenses

Fund/Account Name: Marshall County Swim

Current balance of fund account \$ 2327.52 Date 9-18-20

Anticipated date(s) of fundraiser: Beginning Oct Ending end of Nov

Expected Student Involvement (schoolwide or specific school organization): 30

Margin of profit (if applicable): 100%

Method by which school will receive profit: student sales

How and when will these funds be spent to benefit students/instruction: _____

Requested by: Angela Winston Date: 9-18-20
Teacher/Club

Approved by: Ryan Young Date: 9-18-20
Principal

Approved by: Geoff Lovell Date: 9-18-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: selling Pura Vida Bracelets

Purpose of Fundraiser: to raise money to donate for Micah McClendon

Fund/Account Name: HOSA

Current balance of fund account \$ 3340 Date 9/18/20

Anticipated date(s) of fundraiser: Beginning 10/1/20 Ending 12/15/20

Expected Student Involvement (schoolwide or specific school organization): HOSA will be

Selling pura vida bracelets for \$6 a piece

Margin of profit (if applicable): \$3 per bracelet

Method by which school will receive profit: donated to Micah McClendon fund

How and when will these funds be spent to benefit students/instruction: _____

money will go to Micah McClendon fund

Requested by: Krista Dillon Date: 9/18/20
Teacher/Club

Approved by: [Signature] Date: 9/23/20
Principal

Approved by: [Signature] Date: 9-23-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Marshall County School System

Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Strawberry Crowns/plant sale

Purpose of Fundraiser: To help with lack of library fundraising (traditional book fairs) due to COVID; replenish garden

Fund/Account Name: Westhills Library Garden

Current balance of fund account-\$: 0 Date 09.29.20

Anticipated date(s) of fundraiser: Beginning October 2, 20 Ending October 5, 2020

Expected Student Involvement (schoolwide or specific school organization): Students will assist in bundling and dispersing

Margin of profit (if applicable): \$200.00

Method by which school will receive profit: all profits will be submitted to WES office

How and when will these funds be spent to benefit students/instruction: Funds will help stock the greenhouse that will be assembled over fall break.

Requested by: Sarah Harwell / WES Garden Club Date: 09.29.20
Teacher/Club

Approved by: Rachel [Signature] Date: 9-29-20
Principal

Approved by: Jared [Signature] Date: 9-29-20
Director of Schools

**** Request must be made 60 days prior to the proposed fundraiser.**

To be completed following fundraiser:

Total Collections	\$ _____
Less: Total Expenses	\$ _____
Total Fundraiser Profit	\$ _____
Total Purchases with Fundraiser Profit	\$ _____
*Difference	\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Butter Braid - Music City Fundraising

Purpose of Fundraiser: raise money for umpires, equipments, and uniforms

Fund/Account Name: LMS Softball

Current balance of fund account \$ 3100.86 Date 10/20/20

Anticipated date(s) of fundraiser: Beginning 10/12/20 Ending 10/26/20

Expected Student Involvement (schoolwide or specific school organization): Softball team

Margin of profit (if applicable): 37% - 40%

Method by which school will receive profit: check

How and when will these funds be spent to benefit students/Instruction: the upcoming 2021 Softball Season

Requested by: Brandie Burnell Date: 9/29/20
Teacher/Club

Approved by: [Signature] Date: 9/30/20
Principal

Approved by: [Signature] Date: 9-30-20
Director of Schools

*Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections	\$	_____
Less: Total Expenses	\$	_____
Total Fundraiser Profit	\$	_____
Total Purchases with Fundraiser Profit	\$	_____
*Difference	\$	_____

*If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)

Principal's Signature _____

2/2



Fundraiser Authorization

Proposed Fundraising Activity: Haunted Halls / Trick or Treat around the Block

Purpose of Fundraiser: raise money for rewards for our students

Fund/Account Name: Principal's Advisory

Current balance of fund account \$ 526.11 Date 9/28

Anticipated date(s) of fundraiser: Beginning 10/25/20 Ending 10/30/20

Expected Student Involvement (schoolwide or specific school organization): those wanting to participate in trick or treating

Margin of profit (if applicable): \$ 300

Method by which school will receive profit: Cash

How and when will these funds be spent to benefit students/instruction: The remainder of the year these funds will be used to purchase rewards for our students

Requested by: [Signature] Date: 9/28/20
Teacher/Club

Approved by: [Signature] Date: 9/28/20
Principal

Approved by: Geoff Soule Date: 9-28-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Marshall County School System

Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Haunted House

Purpose of Fundraiser: to raise funds for WES Music Dept. and Chorus

Fund/Account Name: WES Chorus

Current balance of fund account: \$ 10500⁰⁰ Date: 9-23-2020

Anticipated date(s) of fundraiser: Beginning 10/30/2020 Ending 10/30/2020

Expected Student Involvement (schoolwide or specific school organization): Schoolwide

Margin of profit (if applicable): \$ 700.00

Method by which school will receive profit: ticket sales

How and when will these funds be spent to benefit students/instruction: Funds will be used to assist students

Requested by: Nora Toms / Chorus Date: 9/23/2020
Teacher/Club

Approved by: Rachel Pa Date: 9/23/2020
Principal

Approved by: Paul Lovell Date: 9-23-20
Director of Schools

~~** Request must be made 60 days prior to the proposed fundraiser.~~

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

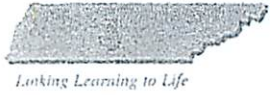
Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Fundraiser Authorization

Proposed Fundraising Activity: Fun Run

Purpose of Fundraiser: Raise Money for Teachers / Students

Fund/Account Name: Youth First

Current balance of fund account \$ 13,000 Date 10-2-20

Anticipated date(s) of fundraiser: Beginning 10-31-2020 Ending 10-31-2020

Expected Student Involvement (schoolwide or specific school organization): To run

Margin of profit (if applicable): 100%

Method by which school will receive profit: As needed

How and when will these funds be spent to benefit students/instruction: When requested

Requested by: Ava Hinson
Teacher/Club

Date: 10-2-2020

Approved by: Robert J. Reasonover
Principal

Date: 10-2-2020

Approved by: Carol Smalls
Director of Schools

Date: 10-2-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**if the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature

Fundraiser Authorization

Linking Learning to Life

Proposed Fundraising Activity: Carry out Turkey Supper / ON line Auction

Purpose of Fundraiser: Raise funds for CHES - This will be our 59th year. NO visitors will be allowed in school.

Fund/Account Name: KIDSS First - Parent Group

Current balance of fund account \$ 9,186.⁷⁰ Date 9-24-20

Anticipated date(s) of fundraiser: Beginning NOV. 1ST Ending NOV. 13th

Expected Student Involvement (schoolwide or specific school organization): Faculty + Staff will prepare meal. Tickets available online.

Margin of profit (if applicable): \$ 30,284.⁹⁰

Method by which school will receive profit: 100% Auction + Ticket Sale

How and when will these funds be spent to benefit students/instruction: Funds will be spent ON Students to better instruction.

Requested by: [Signature]
Teacher/Club

Date: 9-24-2020

Approved by: [Signature]
Principal

Date: 9-24-2020

Approved by: [Signature]
Director of Schools

Date: 9-25-20

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser:

Total Collections \$ _____

Less: Total Expenses \$ _____

Total Fundraiser Profit \$ _____

Total Purchases with Fundraiser Profit \$ _____

*Difference \$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____



Linking Learning to Life

Fundraiser Authorization

Proposed Fundraising Activity: Lawlers BBQ plates (tickets)

Purpose of Fundraiser: Money for jerseys, travel, and food.

Fund/Account Name: LMS Girls Basketball

Current balance of fund account \$ 2,352.23 Date 9/25/20

Anticipated date(s) of fundraiser: Beginning NOV 2, 2020 Ending NOV 15, 2020

Expected Student Involvement (schoolwide or specific school organization): Sell tickets 11/2-11/15 and redeem 11/30-12/2. Each player

Margin of profit (if applicable): Sell tickets for \$12, cost is \$7

Method by which school will receive profit: We receive profit from Lawlers

How and when will these funds be spent to benefit students/instruction: to purchase jerseys, food, and cover travel expenses.

Requested by: Hailey Moravex Date: _____
Teacher/Club

Approved by: [Signature] Date: 9/28/2020
Principal

Approved by: [Signature] Date: 9-28-20
Director of Schools

** Request must be made 60 days prior to the proposed fundraiser.

To be completed following fundraiser

Total Collections	\$ _____	
Less: Total Expenses	\$ _____	
Total Fundraiser Profit		\$ _____
Total Purchases with Fundraiser Profit		\$ _____
*Difference		\$ _____

**If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the director of schools.)*

Principal's Signature _____

Marshall County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 08/14/01
		Rescinds: DIB	Issued: 07/28/93

1 **FINANCIAL REPORTS**

2
3 The Executive Committee shall submit to the Board at each regular board meeting a report of all business
4 transacted since the last regular meeting.¹

5
6 A report indicating all receipts and expenditures will be given quarterly to the County Commission.² Each
7 report will show the amount of the annual appropriation, the amount expended by account to date, the
8 amount encumbered and the free balance in each account.

9
10 The director of schools shall submit monthly financial reports to the Board and to state and federal
11 agencies as required.³

12
13 **FINANCIAL RECORDS**

14
15 The director of schools shall maintain all financial records as required by regulation and applicable state and
16 federal law. The Board, from time to time, may determine to extend the retention time for certain records.⁴

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36 Legal References:

- 37 1. TCA 49-2-206(5)
38 2. TCA 49-2-301(b)(11)(S)
39 3. TCA 49-2-301(b)(1)(2)
40 4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-21
41

35
36 Cross Reference:

School Board Records 1.407

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Revenues (Date: 8/2020)

Fnd T	Acct	Obj	Pri	Loc	Prg	Account Level Description	2020-21	2020-21	2020-21	Unexpended	August 2020-21	
							Original Budget	Revised Budget	FYTD Activity	Balance	Monthly Activity	
141	R	40110	000	000	00000	000	CURRENT PROPERTY TAX	9,217,710.00	9,217,710.00		9,217,710.00	
141	R	40120	000	000	00000	000	TRUSTEE'S COLLECTIONS	149,934.00	149,934.00	18,367.98	131,566.02	18,367.98
141	R	40125	000	000	00000	000	TRUSTEE'S COLLECTIONS	5,000.00	5,000.00	25.66	4,974.34	13.81
141	R	40130	000	000	00000	000	CIR CLK/CLK & MASTER	51,676.00	51,676.00	14,129.73	37,546.27	
141	R	40140	000	000	00000	000	INTEREST AND PENALTY	30,513.00	30,513.00	3,313.95	27,199.05	1,517.34
141	R	40210	000	000	00000	000	LOCAL OPTION SALES TA	2,183,549.00	2,183,549.00	394,781.23	1,788,767.77	329,247.71
141	R	40275	000	000	00000	000	MIXED DRINK TAX	6,000.00	6,000.00	19.00	5,981.00	14.75
141	R	40275	000	000	30002	000	MIXED DRINK TAX			2,219.84	-2,219.84	1,202.34
141	R	41110	000	000	00000	000	MARRIAGE LICENSES	1,867.00	1,867.00	361.00	1,506.00	171.00
141	R	43517	000	000	00000	000	TUITION-OTHER	18,000.00	18,000.00		18,000.00	
141	R	43570	000	000	00000	000	RECEIPTS FROM INDIVID	90,000.00	90,000.00		90,000.00	
141	R	43583	000	000	00000	000	TBI CRIMINAL BACKGROU	2,000.00	2,000.00		2,000.00	
141	R	43990	000	000	40100	000	OTHER CHARGES FOR SERVICES			100.00	-100.00	100.00
141	R	44130	000	000	00000	000	SALE OF MATERIALS AND	3,000.00	3,000.00	267.50	2,732.50	67.50
141	R	44170	000	000	00000	000	MISCELLANEOUS REFUNDS	80,000.00	80,000.00	161.62	79,838.38	72.23
141	R	44170	000	000	00003	000	MISCELLANEOUS REFUNDS			4,959.61	-4,959.61	2,188.24
141	R	44170	000	000	30008	000	MISC REFUNDS-STELLER			529.78	-529.78	291.19
141	R	44530	000	000	00000	000	SALE OF EQUIPMENT	3,000.00	3,000.00	1,329.00	1,671.00	1,329.00
141	R	44560	000	000	00000	000	DAMAGES RECOVERED FRO	1,000.00	1,000.00	682.35	317.65	682.35
141	R	44990	000	000	00000	000	OTHER LOCAL REVENUES	440,000.00	440,000.00		440,000.00	
141	R	46511	000	000	00000	000	BASIC EDUCATION PROGR 2	29,613,000.00	29,613,000.00	2,963,800.00	26,649,200.00	2,963,800.00
141	R	46515	000	000	00000	000	EARLY CHILDHOOD EDUCA	193,646.00	193,646.00		193,646.00	
141	R	46550	000	000	00000	000	DRIVER EDUCATION	30,000.00	30,000.00		30,000.00	
141	R	46590	000	000	00000	000	OTHER STATE EDUCATION	90,000.00	90,000.00		90,000.00	
141	R	46610	000	000	00000	000	CAREER LADDER PROGRAM	82,900.00	82,900.00		82,900.00	
141	R	46851	000	000	00000	000	STATE REVENUE SHARING	190,000.00	190,000.00		190,000.00	
141	R	49700	000	000	00000	000	INSURANCE RECOVERY	5,000.00	5,000.00		5,000.00	
141	R	-----	---	---	-----	---		42,487,795.00	42,487,795.00	3,405,048.25	39,082,746.75	3,319,065.44
141	-	-----	---	---	-----	---		42,487,795.00	42,487,795.00	3,405,048.25	39,082,746.75	3,319,065.44
Grand Revenue Totals								42,487,795.00	42,487,795.00	3,405,048.25	39,082,746.75	3,319,065.44

Number of Accounts: 27

***** End of report *****

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71100						REGULAR INSTRUCTION PROGRAM						
71100	116				TEACHERS	14,611,629.00	14,611,629.00	1,180,760.25		13,430,868.75	1,180,760.25	
71100	117				CAREER LADDER P	49,750.00	49,750.00			49,750.00		
71100	128				HOMEBOUND TEACH	14,000.00	14,000.00			14,000.00		
71100	163				EDUCATIONAL ASS	712,323.00	712,323.00	59,567.68		652,755.32	57,810.28	
71100	186				LONGEVITY PAY	161,850.00	161,850.00	4,300.00		157,550.00	1,900.00	
71100	189				OTHER SALARIES	92,000.00	92,000.00	2,474.00		89,526.00	2,474.00	
71100	195				CERTIFIED SUBST	45,000.00	45,000.00			45,000.00		
71100	198				NON-CERTIFIED S	185,000.00	185,000.00			185,000.00		
71100	201				SOCIAL SECURITY	984,036.00	984,036.00	71,098.37		912,937.63	70,840.61	
71100	204				STATE RETIREMEN	1,524,208.00	1,524,208.00	114,666.85		1,409,541.15	114,428.67	
71100	207				MEDICAL INSURAN	3,223,896.00	3,223,896.00	301,585.68		2,922,310.32	301,585.68	
71100	208				DENTAL INSURANC	11,005.00	11,005.00	1,057.92		9,947.08	1,057.92	
71100	210				UNEMPLOYMENT CO	9,364.00	9,364.00	202.53		9,161.47	197.26	
71100	212				EMPLOYER MEDICA	222,202.00	222,202.00	16,733.46		205,468.54	16,673.17	
71100	217				RETIREMENT-HYBR	59,900.00	59,900.00	6,150.03		53,749.97	6,150.03	
71100	336				MAINTENANCE AND	40,000.00	40,000.00	6,025.18	9,519.26	24,455.56	1,195.00	105.10
71100	355				TRAVEL	2,000.00	2,000.00			2,000.00		
71100	356				TUITION	6,000.00	6,000.00			6,000.00		
71100	399				OTHER CONTRACTE	50,500.00	50,500.00	1,553.09		48,946.91		
71100	429				INSTRUCTIONAL S	311,400.00	311,400.00	26,698.83	60,866.36	223,834.81	19,159.09	5,160.00
71100	449				TEXTBOOKS	300,000.00	300,000.00	206,105.16	93,076.28	818.56	3,378.32	
71100	722				REGULAR INSTRUC	363,440.00	363,440.00	218,370.80	46,642.95	98,426.25	48,299.05	16,626.59
71100	---				REGULAR INSTRUC	22,979,503.00	22,979,503.00	2,217,349.83	210,104.85	20,552,048.32	1,825,909.33	21,891.69

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

End T	Acct	Obj	Pri	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	August 2020-21 Monthly Activity	2020-21 Enc Carry Forward
71150						ALTERNATIVE INSTRUCTION PROGRA							
	71150	116				TEACHERS	115,404.00	115,404.00	4,984.84		110,419.16	4,984.84	
	71150	186				LONGEVITY PAY	1,550.00	1,550.00			1,550.00		
	71150	198				NON-CERTIFIED S	1,245.00	1,245.00			1,245.00		
	71150	201				SOCIAL SECURITY	7,328.00	7,328.00	276.54		7,051.46	276.54	
	71150	204				STATE RETIREMEN	12,011.00	12,011.00	511.94		11,499.06	511.94	
	71150	207				MEDICAL INSURAN	25,856.00	25,856.00	1,519.90		24,336.10	1,519.90	
	71150	208				DENTAL INSURANC	46.00	46.00	4.56		41.44	4.56	
	71150	210				UNEMPLOYMENT CO	42.00	42.00			42.00		
	71150	212				EMPLOYER MEDICA	1,691.00	1,691.00	64.68		1,626.32	64.68	
	71150	217				RETIREMENT-HYBR	1,095.00	1,095.00			1,095.00		
	71150	307				COMMUNICATION			3.32		-3.32	3.32	
	71150	399				OTHER CONTRACTE	3,000.00	3,000.00	65.15		2,934.85	65.15	
	71150	429				INSTRUCTIONAL S	800.00	800.00		45.00	755.00		
	71150	722				REGULAR INSTRUC	3,000.00	3,000.00			3,000.00		
	71150	---				ALTERNATIVE INS	173,068.00	173,068.00	7,430.93	45.00	165,592.07	7,430.93	

Fnd T Acct	Obj Prj Loc	Prg Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
71200	SPECIAL EDUCATION PROGRAM								
71200 116		TEACHERS	1,305,063.00	1,305,063.00	109,912.69		1,195,150.31	109,912.69	
71200 117		CAREER LADDER P	9,000.00	9,000.00			9,000.00		
71200 128		HOMEBOUND TEACH	8,000.00	8,000.00			8,000.00		
71200 163		EDUCATIONAL ASS	404,530.00	404,530.00	33,499.96		371,030.04	33,499.96	
71200 171		SPEECH PATHOLOG	231,219.00	231,219.00	20,346.98		210,872.02	20,346.98	
71200 186		LONGEVITY PAY	23,900.00	23,900.00	1,450.00		22,450.00		
71200 195		CERTIFIED SUBST	4,000.00	4,000.00			4,000.00		
71200 198		NON-CERTIFIED S	24,000.00	24,000.00			24,000.00		
71200 201		SOCIAL SECURITY	124,602.00	124,602.00	9,162.44		115,439.56	9,072.54	
71200 204		STATE RETIREMEN	192,316.00	192,316.00	14,418.76		177,897.24	14,300.31	
71200 207		MEDICAL INSURAN	598,422.00	598,422.00	58,003.04		540,418.96	58,003.04	
71200 208		DENTAL INSURANC	2,010.00	2,010.00	200.64		1,809.36	200.64	
71200 210		UNEMPLOYMENT CO	1,381.00	1,381.00	59.18		1,321.82	59.18	
71200 212		EMPLOYER MEDICA	29,141.00	29,141.00	2,142.85		26,998.15	2,121.81	
71200 217		RETIREMENT-HYBR	8,710.00	8,710.00	893.14		7,816.86	893.14	
71200 312		CONTRACTS WITH	80,000.00	80,000.00	27.87		79,972.13		
71200 429		INSTRUCTIONAL S	7,000.00	7,000.00			7,000.00		
71200 790		OTHER EQUIPMENT	1,000.00	1,000.00			1,000.00		
71200 ---		SPECIAL EDUCATI	3,054,294.00	3,054,294.00	250,117.55		2,804,176.45	248,410.29	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	August 2020-21 Monthly Activity	2020-21 Enc Carry Forward
71300												
	71300	116			TEACHERS	986,137.00	986,137.00	80,985.09		905,151.91	80,985.09	
	71300	117			CAREER LADDER P	3,000.00	3,000.00			3,000.00		
	71300	186			LONGEVITY PAY	10,050.00	10,050.00			10,050.00		
	71300	195			CERTIFIED SUBST	1,000.00	1,000.00			1,000.00		
	71300	198			NON-CERTIFIED S	8,000.00	8,000.00			8,000.00		
	71300	201			SOCIAL SECURITY	62,508.00	62,508.00	4,621.15		57,886.85	4,621.15	
	71300	204			STATE RETIREMEN	102,617.00	102,617.00	7,703.41		94,913.59	7,703.41	
	71300	207			MEDICAL INSURAN	200,123.00	200,123.00	20,141.10		179,981.90	20,141.10	
	71300	208			DENTAL INSURANC	684.00	684.00	68.40		615.60	68.40	
	71300	210			UNEMPLOYMENT CO	468.00	468.00	10.60		457.40	10.60	
	71300	212			EMPLOYER MEDICA	14,619.00	14,619.00	1,080.74		13,538.26	1,080.74	
	71300	217			RETIREMENT-HYBR	3,021.00	3,021.00	373.91		2,647.09	373.91	
	71300	336			MAINTENANCE AND	2,500.00	2,500.00			2,500.00		
	71300	429			INSTRUCTIONAL S	22,800.00	22,800.00		1,417.30	21,382.70		
	71300	449			TEXTBOOKS	2,000.00	2,000.00			2,000.00		
	71300	599			OTHER CHARGES	500.00	500.00			500.00		
	71300	730			VOCATIONAL INST	30,000.00	30,000.00	3,063.06	1,041.98	25,894.96	1,369.92	3,710.04
	71300	---			VOCATIONAL EDUC	1,450,027.00	1,450,027.00	118,047.46	2,459.28	1,329,520.26	116,354.32	3,710.04

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72110										
	72110 105		SUPERVISOR/DIRE	38,905.00	38,905.00	3,241.84		35,663.16	3,241.84	
	72110 117		CAREER LADDER P	600.00	600.00			600.00		
	72110 130		SOCIAL WORKERS	73,648.00	73,648.00	6,512.00		67,136.00	6,512.00	
	72110 162		CLERICAL PERSON	39,163.00	39,163.00	3,263.57		35,899.43	3,263.57	
	72110 186		LONGEVITY PAY	2,400.00	2,400.00			2,400.00		
	72110 201		SOCIAL SECURITY	9,592.00	9,592.00	563.05		9,028.95	563.05	
	72110 204		STATE RETIREMEN	12,698.00	12,698.00	733.17		11,964.83	733.17	
	72110 207		MEDICAL INSURAN	21,791.00	21,791.00	2,149.36		19,641.64	2,149.36	
	72110 208		DENTAL INSURANC	137.00	137.00	13.68		123.32	13.68	
	72110 210		UNEMPLOYMENT CO	84.00	84.00			84.00		
	72110 212		EMPLOYER MEDICA	2,243.00	2,243.00	178.70		2,064.30	178.70	
	72110 355		TRAVEL	2,500.00	2,500.00			2,500.00		
	72110 399		OTHER CONTRACTE	30,776.00	30,776.00	12,026.25		18,749.75	12,026.25	
	72110 499		OTHER SUPPLIES	3,000.00	3,000.00			3,000.00		
	72110 524		STAFF DEVELOPME	4,000.00	4,000.00	195.00	7,952.76	-4,147.76	195.00	7,952.76
	72110 704		ATTENDANCE EQUI	4,000.00	4,000.00			4,000.00		
	72110 ---		ATTENDANCE	245,537.00	245,537.00	28,876.62	7,952.76	208,707.62	28,876.62	7,952.76

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T	Acct	Obj	Pri	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72120													
	72120	105				SUPERVISOR/DIRE	70,321.00	70,321.00	5,860.08		64,460.92	5,860.08	
	72120	117				CAREER LADDER P	550.00	550.00			550.00		
	72120	131				MEDICAL PERSONN	197,722.00	197,722.00	20,571.81		177,150.19	20,571.81	
	72120	186				LONGEVITY PAY	2,550.00	2,550.00			2,550.00		
	72120	201				SOCIAL SECURITY	14,631.00	14,631.00	1,281.98		13,349.02	1,281.98	
	72120	204				STATE RETIREMEN	17,699.00	17,699.00	1,324.00		16,375.00	1,324.00	
	72120	207				MEDICAL INSURAN	61,651.00	61,651.00	6,079.58		55,571.42	6,079.58	
	72120	208				DENTAL INSURANC	183.00	183.00	18.24		164.76	18.24	
	72120	210				UNEMPLOYMENT CO	252.00	252.00	15.41		236.59	15.41	
	72120	212				EMPLOYER MEDICA	3,932.00	3,932.00	356.17		3,575.83	356.17	
	72120	217				RETIREMENT-HYBR	1,452.00	1,452.00	237.66		1,214.34	237.66	
	72120	355				TRAVEL	2,000.00	2,000.00			2,000.00		
	72120	399				OTHER CONTRACTE	40,000.00	40,000.00			40,000.00		
	72120	499				OTHER SUPPLIES	14,000.00	14,000.00	1,681.50	3,712.03	8,606.47		1,681.50
	72120	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72120	599				OTHER CHARGES	5,000.00	5,000.00			5,000.00		
	72120	735				HEALTH EQUIPMEN	2,400.00	2,400.00			2,400.00		
	72120	---				HEALTH SERVICES	435,343.00	435,343.00	37,426.43	3,712.03	394,204.54	35,744.93	1,681.50

Fnd T Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72130												
	72130	117			CAREER LADDER P	2,000.00	2,000.00			2,000.00		
	72130	123			GUIDANCE PERSON	647,090.00	647,090.00	54,670.56		592,419.44	54,670.56	
	72130	186			LONGEVITY PAY	6,850.00	6,850.00			6,850.00		
	72130	189			OTHER SALARIES	2,000.00	2,000.00			2,000.00		
	72130	201			SOCIAL SECURITY	40,792.00	40,792.00	3,079.57		37,712.43	3,079.57	
	72130	204			STATE RETIREMEN	67,515.00	67,515.00	5,255.02		62,259.98	5,255.02	
	72130	207			MEDICAL INSURAN	164,674.00	164,674.00	16,645.15		148,028.85	16,645.15	
	72130	208			DENTAL INSURANC	365.00	365.00	36.48		328.52	36.48	
	72130	210			UNEMPLOYMENT CO	294.00	294.00			294.00		
	72130	212			EMPLOYER MEDICA	9,540.00	9,540.00	720.22		8,819.78	720.22	
	72130	217			RETIREMENT-HYBR	2,160.00	2,160.00	219.10		1,940.90	219.10	
	72130	309			CONTRACTS WITH	48,000.00	48,000.00			48,000.00		
	72130	322			EVALUATION AND	40,000.00	40,000.00			40,000.00		
	72130	399			OTHER CONTRACTE	16,000.00	16,000.00	14,753.75		1,246.25	14,753.75	
	72130	499			OTHER SUPPLIES	4,050.00	4,050.00			4,050.00		
	72130	524			STAFF DEVELOPME	2,000.00	2,000.00			2,000.00		
	72130	599			OTHER CHARGES	10,000.00	10,000.00			10,000.00		
	72130	---			OTHER STUDENT S	1,063,330.00	1,063,330.00	95,379.85		967,950.15	95,379.85	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

End T	Acct	Obj	Prj	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	August 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72210													
	72210	105				SUPERVISOR/DIRE	296,811.00	296,811.00	37,016.34		259,794.66	30,623.50	
	72210	117				CAREER LADDER P	5,000.00	5,000.00			5,000.00		
	72210	129				LIBRARIANS	518,754.00	518,754.00	44,225.78		474,528.22	44,225.78	
	72210	161				SECRETARY(S)	24,072.00	24,072.00	2,006.04		22,065.96	2,006.04	
	72210	186				LONGEVITY PAY	13,300.00	13,300.00			13,300.00		
	72210	189				OTHER SALARIES	6,000.00	6,000.00			6,000.00		
	72210	201				SOCIAL SECURITY	53,564.00	53,564.00	4,567.70		48,996.30	4,171.34	
	72210	204				STATE RETIREMEN	87,893.00	87,893.00	8,139.20		79,753.80	7,482.66	
	72210	207				MEDICAL INSURAN	198,714.00	198,714.00	19,597.28		179,116.72	19,597.28	
	72210	208				DENTAL INSURANC	640.00	640.00	63.84		576.16	63.84	
	72210	210				UNEMPLOYMENT CO	378.00	378.00	9.15		368.85	9.15	
	72210	212				EMPLOYER MEDICA	12,527.00	12,527.00	1,112.50		11,414.50	1,019.80	
	72210	217				RETIREMENT-HYBR	740.00	740.00	75.32		664.68	75.32	
	72210	355				TRAVEL	3,000.00	3,000.00	84.88		2,915.12	44.74	
	72210	399				OTHER CONTRACTE	8,000.00	8,000.00			8,000.00		
	72210	432				LIBRARY BOOKS/M	23,220.00	23,220.00		3,535.49	19,684.51		
	72210	499				OTHER SUPPLIES	8,700.00	8,700.00		1,952.39	6,747.61		
	72210	524				STAFF DEVELOPME	29,500.00	29,500.00	2,034.50	926.00	26,539.50	800.00	1,041.06
	72210	790				OTHER EQUIPMENT	2,000.00	2,000.00		18,913.65	-16,913.65		18,913.65
	72210	---				REGULAR INSTRUC	1,292,813.00	1,292,813.00	118,932.53	25,327.53	1,148,552.94	110,119.45	19,954.71

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72220												
	72220	124			PHSYCOLOGICAL P	41,245.00	41,245.00	3,437.00		37,808.00	3,437.00	
	72220	189			OTHER SALARIES	15,500.00	15,500.00	1,500.00		14,000.00	1,500.00	
	72220	201			SOCIAL SECURITY	2,557.00	2,557.00	186.78		2,370.22	186.78	
	72220	204			STATE RETIREMEN	4,236.00	4,236.00	241.28		3,994.72	241.28	
	72220	207			MEDICAL INSURAN	15,164.00	15,164.00	1,519.90		13,644.10	1,519.90	
	72220	208			DENTAL INSURANC	92.00	92.00	4.56		87.44	4.56	
	72220	210			UNEMPLOYMENT CO	42.00	42.00			42.00		
	72220	212			EMPLOYER MEDICA	598.00	598.00	65.43		532.57	65.43	
	72220	217			RETIREMENT-HYBR	665.00	665.00	68.05		596.95	68.05	
	72220	355			TRAVEL	500.00	500.00			500.00		
	72220	524			STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72220	599			OTHER CHARGES				629.78	-629.78		
	72220	---			SPECIAL EDUCATI	81,599.00	81,599.00	7,023.00	629.78	73,946.22	7,023.00	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj Pri Loc Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72230									
72230 105		SUPERVISOR/DIRE	81,859.00	81,859.00	14,356.50		67,502.50	7,178.25	
72230 161		SECRETARY(S)	25,689.00	25,689.00	2,140.60		23,548.40	2,140.60	
72230 186		LONGEVITY PAY	1,400.00	1,400.00			1,400.00		
72230 201		SOCIAL SECURITY	6,755.00	6,755.00	987.58		5,767.42	542.53	
72230 204		STATE RETIREMEN	10,477.00	10,477.00	1,634.97		8,842.03	897.76	
72230 207		MEDICAL INSURAN	22,795.00	22,795.00	2,247.97		20,547.03	2,247.97	
72230 208		DENTAL INSURANC	91.00	91.00	9.12		81.88	9.12	
72230 210		UNEMPLOYMENT CO	42.00	42.00			42.00		
72230 212		EMPLOYER MEDICA	1,580.00	1,580.00	230.96		1,349.04	126.88	
72230 307		COMMUNICATION	3,200.00	3,200.00	405.27		2,794.73	167.27	
72230 355		TRAVEL	500.00	500.00			500.00		
72230 399		OTHER CONTRACTE	4,500.00	4,500.00	408.48		4,091.52	204.24	
72230 599		OTHER CHARGES	500.00	500.00			500.00		
72230 ---		VOCATIONAL EDUC	159,388.00	159,388.00	22,421.45		136,966.55	13,514.62	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Pri	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72310												
72310	191				BOARD AND COMMI	12,000.00	12,000.00	1,575.00		10,425.00	900.00	
72310	201				SOCIAL SECURITY	744.00	744.00	97.65		646.35	55.80	
72310	212				EMPLOYER MEDICA	174.00	174.00	22.86		151.14	13.05	
72310	320				DUES AND MEMBER	6,743.00	6,743.00	6,743.00				
72310	331				LEGAL SERVICES	15,000.00	15,000.00	680.00		14,320.00	620.00	
72310	355				TRAVEL	500.00	500.00			500.00		
72310	399				OTHER CONTRACTE	15,750.00	15,750.00			15,750.00		
72310	499				OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
72310	506				LIABILITY INSUR	75,147.00	75,147.00	93,167.00		-18,020.00		
72310	510				TRUSTEE'S COMMI	330,000.00	330,000.00	12,363.76		317,636.24	8,576.90	
72310	513				WORKMAN'S COMPE	178,764.00	178,764.00	163,426.00		15,338.00		
72310	524				STAFF DEVELOPME	4,000.00	4,000.00	125.00	1,615.27	2,259.73	125.00	1,415.27
72310	533				CRIMINAL INVEST	8,000.00	8,000.00	1,546.60		6,453.40	1,159.95	1,420.40
72310	590				TRANSFERS TO OT	8,000.00	8,000.00			8,000.00		
72310	599				OTHER CHARGES			845.29	80.79	-926.08	621.10	
72310	---				BOARD OF EDUCAT	655,822.00	655,822.00	280,592.16	1,696.06	373,533.78	12,071.80	2,835.67

Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72320										
72320	101		COUNTY OFFICIAL	130,446.00	130,446.00	21,872.00		108,574.00	10,936.00	
72320	117		CAREER LADDER P	1,000.00	1,000.00			1,000.00		
72320	161		SECRETARY(S)	44,620.00	44,620.00	7,270.00		37,350.00	3,635.00	
72320	186		LONGEVITY PAY	1,350.00	1,350.00			1,350.00		
72320	201		SOCIAL SECURITY	11,000.00	11,000.00	1,779.12		9,220.88	875.72	
72320	204		STATE RETIREMEN	23,520.00	23,520.00	2,791.52		20,728.48	1,395.76	
72320	207		MEDICAL INSURAN	18,789.00	18,789.00	1,853.20		16,935.80	1,853.20	
72320	208		DENTAL INSURANC	358.00	358.00	35.73		322.27	35.73	
72320	210		UNEMPLOYMENT CO	42.00	42.00			42.00		
72320	212		EMPLOYER MEDICA	2,573.00	2,573.00	416.08		2,156.92	204.80	
72320	307		COMMUNICATION	600.00	600.00	100.00		500.00	50.00	
72320	320		DUES AND MEMBER	3,750.00	3,750.00	6,340.00		-2,590.00		
72320	355		TRAVEL	1,000.00	1,000.00			1,000.00		
72320	435		OFFICE SUPPLIES	500.00	500.00			500.00		
72320	524		STAFF DEVELOPME	4,000.00	4,000.00			4,000.00		
72320	599		OTHER CHARGES	1,500.00	1,500.00	525.00	310.00	665.00		
72320	701		ADMINISTRATION	1,000.00	1,000.00			1,000.00		
72320	---		DIRECTOR OF SCH	246,048.00	246,048.00	42,982.65	310.00	202,755.35	18,986.21	

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj Prj Loc Pra	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
			Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72410									
72410 104		PRINCIPALS	806,083.00	806,083.00	95,840.72		710,242.28	67,358.29	
72410 117		CAREER LADDER P	12,000.00	12,000.00			12,000.00		
72410 139		ASSISTANT PRINC	863,697.00	863,697.00	71,661.27		792,035.73	71,661.27	
72410 162		CLERICAL PERSON	409,520.00	409,520.00	34,436.72		375,083.28	34,436.72	
72410 186		LONGEVITY PAY	25,750.00	25,750.00			25,750.00		
72410 201		SOCIAL SECURITY	131,257.00	131,257.00	11,828.63		119,428.37	10,062.72	
72410 204		STATE RETIREMEN	206,077.00	206,077.00	19,785.23		186,291.77	16,860.08	
72410 207		MEDICAL INSURAN	326,863.00	326,863.00	32,234.55		294,628.45	32,234.55	
72410 208		DENTAL INSURANC	1,094.00	1,094.00	118.56		975.44	118.56	
72410 210		UNEMPLOYMENT CO	840.00	840.00			840.00		
72410 212		EMPLOYER MEDICA	30,697.00	30,697.00	2,766.37		27,930.63	2,353.38	
72410 320		DUES AND MEMBER	2,300.00	2,300.00			2,300.00		
72410 355		TRAVEL	1,000.00	1,000.00			1,000.00		
72410 399		OTHER CONTRACTE	10,625.00	10,625.00	5,000.00		5,625.00	2,500.00	
72410 435		OFFICE SUPPLIES	6,750.00	6,750.00		541.20	6,208.80		
72410 599		OTHER CHARGES	150,000.00	150,000.00	18,356.01	5,401.41	126,242.58	13,955.54	9,371.71
72410 701		ADMINISTRATION	13,716.00	13,716.00	1,127.57	1,987.22	10,601.21		
72410 ---		OFFICE OF THE P	2,998,269.00	2,998,269.00	293,155.63	7,929.83	2,697,183.54	251,541.11	9,371.71

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj Prj Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
				Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72510										
	72510 105		SUPERVISOR/DIRE	43,643.00	43,643.00	7,273.20		36,369.80	3,636.60	
	72510 119		ACCOUNTANTS/BOO	184,643.00	184,643.00	24,316.41		160,326.59	12,264.49	
	72510 186		LONGEVITY PAY	3,750.00	3,750.00			3,750.00		
	72510 201		SOCIAL SECURITY	14,386.00	14,386.00	1,889.28		12,496.72	916.59	
	72510 204		STATE RETIREMEN	14,129.00	14,129.00	1,823.74		12,305.26	919.84	
	72510 207		MEDICAL INSURAN	47,498.00	47,498.00	4,059.70		43,438.30	4,059.70	
	72510 208		DENTAL INSURANC	92.00	92.00	9.12		82.88	9.12	
	72510 210		UNEMPLOYMENT CO	126.00	126.00			126.00		
	72510 212		EMPLOYER MEDICA	3,365.00	3,365.00	441.85		2,923.15	214.36	
	72510 317		DATA PROCESSING	56,000.00	56,000.00	54,376.12		1,623.88		
	72510 355		TRAVEL	500.00	500.00	14.38		485.62	6.77	
	72510 399		OTHER CONTRACTE	1,000.00	1,000.00	75.00		925.00		
	72510 411		DATA PROCESSING	3,900.00	3,900.00			3,900.00		
	72510 435		OFFICE SUPPLIES	5,000.00	5,000.00	29,467.20	132.33	-24,599.53	29,394.31	132.33
	72510 524		STAFF DEVELOPME	3,000.00	3,000.00			3,000.00		
	72510 701		ADMINISTRATION	5,000.00	5,000.00			5,000.00		
	72510 ---		FISCAL SERVICES	386,032.00	386,032.00	123,746.00	132.33	262,153.67	51,421.78	132.33

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T	Acct	Obj	Prj	Loc	Prg	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72520													
	72520	105				SUPERVISOR/DIRE	76,714.00	76,714.00	12,785.60		63,928.40	6,392.80	
	72520	162				CLERICAL PERSON	45,026.00	45,026.00	7,503.34		37,522.66	3,751.67	
	72520	186				LONGEVITY PAY	650.00	650.00			650.00		
	72520	201				SOCIAL SECURITY	7,588.00	7,588.00	1,213.04		6,374.96	584.09	
	72520	204				STATE RETIREMEN	9,179.00	9,179.00	1,521.68		7,657.32	760.84	
	72520	207				MEDICAL INSURAN	22,795.00	22,795.00	2,247.97		20,547.03	2,247.97	
	72520	208				DENTAL INSURANC	92.00	92.00	9.12		82.88	9.12	
	72520	210				UNEMPLOYMENT CO	42.00	42.00			42.00		
	72520	212				EMPLOYER MEDICA	1,775.00	1,775.00	283.70		1,491.30	136.60	
	72520	355				TRAVEL	750.00	750.00			750.00		
	72520	435				OFFICE SUPPLIES	2,000.00	2,000.00		183.88	1,816.12		
	72520	499				OTHER SUPPLIES	2,000.00	2,000.00			2,000.00		
	72520	524				STAFF DEVELOPME	1,500.00	1,500.00	849.52		650.48		895.00
	72520	599				OTHER CHARGES	7,500.00	7,500.00	300.50	275.00	6,924.50	259.45	
	72520	701				ADMINISTRATION	2,000.00	2,000.00			2,000.00		
	72520	---				HUMAN SERVICES/	179,611.00	179,611.00	26,714.47	458.88	152,437.65	14,142.54	895.00

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72610												
	72610	161			SECRETARY(S)	49,888.00	49,888.00	8,314.68		41,573.32	4,157.34	
	72610	166			CUSTODIAL PERSO	945,620.00	945,620.00	143,082.17		802,537.83	70,803.51	
	72610	186			LONGEVITY PAY	14,400.00	14,400.00			14,400.00		
	72610	189			OTHER SALARIES	59,647.00	59,647.00	9,941.14		49,705.86	4,970.57	
	72610	201			SOCIAL SECURITY	66,312.00	66,312.00	9,311.67		57,000.33	4,370.90	
	72610	204			STATE RETIREMEN	80,217.00	80,217.00	11,131.94		69,085.06	5,517.63	
	72610	207			MEDICAL INSURAN	278,485.00	278,485.00	27,553.34		250,931.66	27,553.34	
	72610	208			DENTAL INSURANC	866.00	866.00	100.32		765.68	100.32	
	72610	210			UNEMPLOYMENT CO	1,376.00	1,376.00	39.05		1,336.95	12.69	
	72610	212			EMPLOYER MEDICA	15,509.00	15,509.00	2,232.70		13,276.30	1,052.27	
	72610	217			RETIREMENT-HYBR			33.81		-33.81	16.98	
	72610	359			DISPOSAL FEES	96,600.00	96,600.00	16,080.96		80,519.04	8,040.38	
	72610	399			OTHER CONTRACTE	13,593.00	13,593.00	2,619.00		10,974.00	26.00	
	72610	410			CUSTODIAL SUPPL	160,000.00	160,000.00	28,801.31	35,868.25	95,330.44	28,801.31	508.14
	72610	415			ELECTRICITY	1,185,000.00	1,185,000.00	176,552.58		1,008,447.42	96,052.76	
	72610	434			NATURAL GAS	115,000.00	115,000.00	2,319.79		112,680.21	996.79	
	72610	454			WATER AND SEWER	180,500.00	180,500.00	23,750.91		156,749.09	15,027.40	
	72610	499			OTHER SUPPLIES	2,000.00	2,000.00			2,000.00		
	72610	501			BOILER INSURANC	11,731.00	11,731.00	5,279.00		6,452.00		
	72610	502			BUILDING AND CO	213,714.00	213,714.00	220,376.00		-6,662.00		
	72610	524			STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72610	720			PLANT OPERATION	5,000.00	5,000.00			5,000.00		
	72610	---			OPERATION OF PL	3,496,458.00	3,496,458.00	687,520.37	35,868.25	2,773,069.38	267,500.19	508.14

MARSHALL COUNTY BOARD OF EDUCATION
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Fnd T Acct		Obj	Pri	Loc	Prg	Obj	2020-21 Original Budget	2020-21 Revised Budget	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance - YTD Act	August 2020-21 Monthly Activity	2020-21 Enc Carry Forward
72620													
	72620	167				MAINTENANCE PER	383,315.00	383,315.00	57,254.90		326,060.10	28,678.90	
	72620	186				LONGEVITY PAY	5,775.00	5,775.00			5,775.00		
	72620	189				OTHER SALARIES	26,250.00	26,250.00			26,250.00		
	72620	201				SOCIAL SECURITY	25,751.00	25,751.00	3,425.35		22,325.65	1,653.65	
	72620	204				STATE RETIREMEN	31,151.00	31,151.00	4,063.14		27,087.86	2,034.35	
	72620	207				MEDICAL INSURAN	80,268.00	80,268.00	7,916.21		72,351.79	7,916.21	
	72620	208				DENTAL INSURANC	137.00	137.00	13.68		123.32	13.68	
	72620	210				UNEMPLOYMENT CO	252.00	252.00			252.00		
	72620	212				EMPLOYER MEDICA	6,022.00	6,022.00	801.09		5,220.91	386.74	
	72620	217				RETIREMENT-HYBR	66.00	66.00			66.00		
	72620	307				COMMUNICATION	1,500.00	1,500.00	507.50		992.50	210.00	
	72620	320				DUES AND MEMBER	250.00	250.00	300.00		-50.00		
	72620	335				MAINTENANCE AND	310,000.00	310,000.00	32,628.80	52,257.55	225,113.65	18,843.99	5,873.24
	72620	336				MAINTENANCE AND	240,000.00	240,000.00	4,451.76	83,010.00	152,538.24	1,790.86	32,319.13
	72620	355				TRAVEL	500.00	500.00			500.00		
	72620	399				OTHER CONTRACTE	221,585.00	221,585.00	20,947.14	4,639.00	195,998.86		2,970.00
	72620	499				OTHER SUPPLIES	1,000.00	1,000.00			1,000.00		
	72620	524				STAFF DEVELOPME	1,000.00	1,000.00			1,000.00		
	72620	599				OTHER CHARGES	4,000.00	4,000.00			4,000.00		
	72620	701				ADMINISTRATION			3,079.19		-3,079.19		1,542.80
	72620	717				MAINTENANCE EQU	5,000.00	5,000.00			5,000.00		
	72620	---				MAINTENANCE OF	1,343,822.00	1,343,822.00	135,388.76	139,906.55	1,068,526.69	61,528.38	42,705.17

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72710												
	72710	105			SUPERVISOR/DIRE	59,752.00	59,752.00	9,958.60		49,793.40	4,979.30	
	72710	142			MECHANIC(S)	108,611.00	108,611.00	15,114.50		93,496.50	7,785.86	
	72710	146			BUS DRIVERS	668,177.00	668,177.00	51,129.27		617,047.73	51,129.27	
	72710	162			CLERICAL PERSON	62,966.00	62,966.00	5,326.68		57,639.32	2,663.34	
	72710	186			LONGEVITY PAY	19,050.00	19,050.00			19,050.00		
	72710	189			OTHER SALARIES	46,684.00	46,684.00	2,588.00		44,096.00	2,588.00	
	72710	201			SOCIAL SECURITY	59,845.00	59,845.00	4,468.09		55,376.91	3,539.86	
	72710	204			STATE RETIREMEN	72,393.00	72,393.00	6,281.55		66,111.45	5,158.70	
	72710	207			MEDICAL INSURAN	428,147.00	428,147.00	40,264.31		387,882.69	40,264.31	
	72710	208			DENTAL INSURANC	1,640.00	1,640.00	150.48		1,489.52	150.48	
	72710	210			UNEMPLOYMENT CO	1,239.00	1,239.00	8.77		1,230.23	8.77	
	72710	212			EMPLOYER MEDICA	13,996.00	13,996.00	1,053.02		12,942.98	835.93	
	72710	307			COMMUNICATION	2,000.00	2,000.00	206.75		1,793.25	63.60	
	72710	340			MEDICAL AND DEN	8,000.00	8,000.00		3,000.00	5,000.00		225.00
	72710	355			TRAVEL	500.00	500.00			500.00		
	72710	399			OTHER CONTRACTE	29,000.00	29,000.00	23,586.12		5,413.88	7,117.58	
	72710	412			DIESEL FUEL	250,000.00	250,000.00	1,279.15	20,220.85	228,500.00	1,279.15	
	72710	425			GASOLINE	65,000.00	65,000.00		8,000.00	57,000.00		
	72710	450			TIRES AND TUBES	28,000.00	28,000.00		900.00	27,100.00		
	72710	453			VEHICLE PARTS	70,000.00	70,000.00	4,942.95	18,804.65	46,252.40	4,942.95	1,618.23
	72710	511			VEHICLE AND EQU	65,984.00	65,984.00	54,777.00		11,207.00		
	72710	524			STAFF DEVELOPME	1,000.00	1,000.00	20.00		980.00	-130.00	
	72710	599			OTHER CHARGES	27,200.00	27,200.00	4,977.94	11,427.84	10,794.22	2,920.78	3,000.00
	72710	729			TRANSPORTATION	440,000.00	440,000.00		331,101.00	108,899.00		7,056.00
	72710	---			TRANSPORTATION	2,529,184.00	2,529,184.00	226,133.18	393,454.34	1,909,596.48	135,297.88	11,899.23

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T	Acct	Obj	Pri	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
72810													
	72810	162				CLERICAL PERSON	23,755.00	23,755.00	3,920.00		19,835.00	1,960.00	
	72810	186				LONGEVITY PAY	350.00	350.00			350.00		
	72810	201				SOCIAL SECURITY	1,495.00	1,495.00	229.53		1,265.47	108.01	
	72810	204				STATE RETIREMEN	1,808.00	1,808.00	294.00		1,514.00	147.00	
	72810	206				LIFE INSURANCE	18,000.00	18,000.00			18,000.00		
	72810	207				MEDICAL INSURAN	90,332.00	90,332.00	12,518.67		77,813.33	6,452.45	
	72810	210				UNEMPLOYMENT CO	21.00	21.00			21.00		
	72810	212				EMPLOYER MEDICA	350.00	350.00	53.68		296.32	25.26	
	72810	299				OTHER FRINGE BE	68,000.00	68,000.00			68,000.00		
	72810	307				COMMUNICATION	17,000.00	17,000.00	1,406.71		15,593.29	379.54	
	72810	348				POSTAL CHARGES	8,000.00	8,000.00			8,000.00		
	72810	355				TRAVEL	5,000.00	5,000.00			5,000.00		
	72810	435				OFFICE SUPPLIES				140.13	-140.13		33.16
	72810	599				OTHER CHARGES	7,000.00	7,000.00	853.47		6,146.53	492.45	
	72810	---				CENTRAL AND OTH	241,111.00	241,111.00	19,276.06	140.13	221,694.81	9,564.71	33.16

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>2020-21</u> <u>Original Budget</u>	<u>2020-21</u> <u>Revised Budget</u>	<u>2020-21</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>August 2020-21</u> <u>Monthly Activity</u>	<u>2020-21</u> <u>Enc Carry Forward</u>
73300												
	73300	105			SUPERVISOR/DIRE			416.67		-416.67	416.67	
	73300	201			SOCIAL SECURITY			23.39		-23.39	23.39	
	73300	204			STATE RETIREMEN			42.79		-42.79	42.79	
	73300	212			EMPLOYER MEDICA			5.47		-5.47	5.47	
	73300	429			INSTRUCTIONAL S				310.45	-310.45		
	73300	499			OTHER SUPPLIES				120.00	-120.00		
	73300	---			COMMUNITY SERVI			488.32	430.45	-918.77	488.32	

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T	Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
							Original Budget	Revised Budget	FYTD Activity	Amount	Balance - YTD Act	Monthly Activity	Enc Carry Forward
73400													
	73400	116				TEACHERS	114,560.00	114,560.00	9,546.70		105,013.30	9,546.70	
	73400	117				CAREER LADDER P	1,000.00	1,000.00			1,000.00		
	73400	163				EDUCATIONAL ASS	29,838.00	29,838.00	2,303.00		27,535.00	2,303.00	
	73400	186				LONGEVITY PAY	2,000.00	2,000.00			2,000.00		
	73400	198				NON-CERTIFIED S	1,500.00	1,500.00			1,500.00		
	73400	201				SOCIAL SECURITY	9,232.00	9,232.00	657.63		8,574.37	657.63	
	73400	204				STATE RETIREMEN	12,297.00	12,297.00	1,153.17		11,143.83	1,153.17	
	73400	207				MEDICAL INSURAN	38,208.00	38,208.00	3,767.87		34,440.13	3,767.87	
	73400	208				DENTAL INSURANC	137.00	137.00	13.68		123.32	13.68	
	73400	210				UNEMPLOYMENT CO	105.00	105.00			105.00		
	73400	212				EMPLOYER MEDICA	2,159.00	2,159.00	153.80		2,005.20	153.80	
	73400	429				INSTRUCTIONAL S	2,800.00	2,800.00	72.80		2,727.20		80.08
	73400	524				STAFF DEVELOPME	1,500.00	1,500.00			1,500.00		
	73400	---				EARLY CHILDHOOD	215,336.00	215,336.00	17,668.65		197,667.35	17,595.85	80.08

MARSHALL COUNTY BOARD OF EDUCATION
Statement of Expenditures-By Object (Date: 8/2020)

Fnd T Acct	Obj	Prj	Loc	Prq	Obj	2020-21	2020-21	2020-21	Encumbered	Unencumbered	August 2020-21	2020-21
						<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>Amount</u>	<u>Balance - YTD Act</u>	<u>Monthly Activity</u>	<u>Enc Carry Forward</u>
76100												
	76100	799			OTHER CAPITAL O	874,670.00	874,670.00	21,430.95	101,217.09	752,021.96	21,430.95	9,243.09
	76100	---			REGULAR CAPITAL	874,670.00	874,670.00	21,430.95	101,217.09	752,021.96	21,430.95	9,243.09

<u>Fnd T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>2020-21</u> <u>Original Budget</u>	<u>2020-21</u> <u>Revised Budget</u>	<u>2020-21</u> <u>FYTD Activity</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance - YTD Act</u>	<u>August 2020-21</u> <u>Monthly Activity</u>	<u>2020-21</u> <u>Enc Carry Forward</u>
99100												
	99100	590			TRANSFERS TO OT	259,955.00	259,955.00			259,955.00		
	99100	---			TRANSFERS OUT	259,955.00	259,955.00			259,955.00		

<u>End T Acct</u>	<u>Obj</u>	<u>Prj</u>	<u>Loc</u>	<u>Prg</u>	<u>Obj</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>Encumbered Amount</u>	<u>Unencumbered Balance - YTD Act</u>	<u>August 2020-21 Monthly Activity</u>	<u>2020-21 Enc Carry Forward</u>
Grand Expense Totals						44,950,072.00	44,950,072.00	4,897,197.13	980,027.89	39,072,846.98	3,391,162.29	132,894.28

Number of Accounts: 502

***** End of report *****

Marshall County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Community Use of School Facilities</h2>	Descriptor Code: 3.206	Issued Date: 10/08/12
		Rescinds: 3.206	Issued: 11/13/08

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
 2 public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the
 3 welfare of the community, as approved by the director of schools.^{1,2,3}

- 4
- 5 1. Requests for the use of school facilities shall be made first at the office of the principal.
 - 6 a. If approved by the principal, a *Use of School Facility* form will be signed
 - 7 by the principal and given the group requesting use of facilities.
 - 8 b. The group must secure liability insurance to cover the use of facilities at the
 - 9 minimum of \$1,000,000
 - 10 c. Proof of insurance and the *Use of School Facility* form must be presented at the
 - 11 central office for final approval by the director of schools.
- 12 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
- 13 the schools shall be permitted reasonable use of school facilities without charge, or insurance
- 14 coverage;
- 15 3. School facilities may not be used for private profit, except for after-school tutoring/lessons pro-
- 16 vided by a certified employee of the Marshall County School System to enhance the educational
- 17 process. Any for-profit group who wishes to use school facilities for one-time performances or
- 18 other programs must have special Board approval;²
- 19 4. Unused facilities may be leased for private day-care centers which provide educational and child
- 20 care services to the community;²
- 21 5. All activities must be under competent adult supervision and approved by the building principal.
- 22 In all cases, an assigned school employee will be present. The group using the facilities will be
- 23 responsible for any damage to the building or equipment and payment of supervision and clean
- 24 up at the rate of time and a half the hourly rate of the personnel used;
- 25 6. Groups receiving permission for building use are restricted to the dates and hours approved and
- 26 to the building area and facilities specified;
- 27 7. Groups receiving permission for building use are responsible for the observance of all fire and
- 28 safety regulations at all times;
- 29 8. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted
- 30 in school buildings. Smoking within the building is not permitted.³;
- 31 9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
- 32 Civil Defense, and will make suitable facilities available without charge during community
- 33 emergencies;
- 34 10. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise
- 35 the use of the equipment. Compensation must be paid to cafeteria member(s) at the rate of time
- 36 and one-half of their hourly rate; and
- 37 11. School facilities may not be used for religious purposes on a permanent basis (over 6 months).

38
 39 Legal References:
 40 1. TCA 49-50-201
 41 2. TCA 49-2-203(b)(4)
 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
 113 S. Ct. 2141 (1993)

Cross References:
 Tobacco-Free Schools 1.803
 Care of School Property 6.311



REQUEST FOR USE OF Forrest High
(SCHOOL)

Area/Room of the building requested High School Baseball Field
Name/Type of event to be held Baseball Practice
Date of the event 9-27-20 Time 2-5 pm
Organization/Person requesting use John Daniel Allen Post 19
Name of insurance company Terry L Green & Associates Amount of coverage \$1,000,000
*Minimum coverage of \$1,000,000 required
Contact person for organization using building John D Allen
931-619-1284
Address _____ Phone _____ Cell _____

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use John D Allen Date 9-23-20
Signature of principal _____ Date 9/23/20
Signature of Director of Schools for approval Jacob Lovell Date 9-23-20

MARSHALL COUNTY BOARD OF EDUCATION POLICY

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of the community, as approved by the Director of Schools.

1. Requests for the use of facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of facilities at the minimum of \$1,000,000. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for-profit group who wishes to use school facilities for one-time performances or other programs must have special Board approval. Teachers may use the building for educational purposes.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean up at the rate of time-and-a-half the hourly rate of the personnel used.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members at the rate of time-and-a-half of their hourly rate.
11. Groups are responsible for servicing an AED, should it be used. The AED is to be used at one's own risk.



REQUEST FOR USE OF MCHS
(SCHOOL)

Area/Room of the building requested MCHS Lecture Hall
 Name/Type of event to be held County Commission Meeting
 Date of the event 9-28-20 Time 6:00 pm
 Organization/Person requesting use Marshall County Government
 Name of insurance company _____ Amount of coverage _____
 *Minimum coverage of \$1,000,000 required
 Contact person for organization using building MIKE KENY
 Address 1108 Courthouse Annex Phone 359-1279 Cell 931-814-0031

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use [Signature] Date 9/14/20
 Signature of principal [Signature] Date 9/14/20
 Signature of Director of Schools for approval [Signature] Date 9-14-20

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REQUEST FOR USE OF Forrest School
(SCHOOL)

Area/Room of the building requested auxiliary gym
Name/Type of event to be held HOSA Red Cross Blood Drive
Date of the event October 19, 2020 Time 6:30 - 3:30
Organization/Person requesting use Krista Dillon - HOSA
Name of insurance company _____ Amount of coverage _____
*Minimum coverage of \$1,000,000 required
Contact person for organization using building _____
Address _____ Phone _____ Cell _____

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use Krista Dillon Date 9/17/20
Signature of principal _____ Date 9/17/20
Signature of Director of Schools for approval Carol Jordan Date 9-17-20

MARSHALL COUNTY BOARD OF EDUCATION POLICY

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REQUEST FOR USE OF Forrest
(SCHOOL)

Area/Room of the building requested cafeteria

Name/Type of event to be held Spaghetti Supper for Micah McClendon

Date of the event 10-24-20 Time 3-10

Organization/Person requesting use Leo Club + HOSA

Name of insurance company _____ Amount of coverage _____

Contact person for organization using building ^{employees} Libby Stubblefield - Krista Dillon *Minimum coverage of \$1,000,000 required

Address school Phone _____ Cell 931 638 0678

RESPONSIBILITY OF PERSON REQUESTING USE

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use Libby Stubblefield Date 9/16/20

Signature of principal [Signature] Date 9/16/20

Signature of Director of Schools for approval Jacob Lovell Date 9-16-20

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