TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
September 1, 2026

1. **INVOCATION**:
2. **CALL TO ORDER**:
3. **APPROVE AGENDA**:
   3.1. Approval of September 1st Agenda:
4. **APPROVE MINUTES**:
   4.1. Approval of July 28th Minutes:
5. **RECOGNITIONS**:
   5.1. Transportation New Hires - Carrie Mercer, Bus Driver and John Mercer, Bus Driver:
   5.2. TES New Hires - Kelton Bailey, Kindergarten Teacher; Gabriella Bower, Third Grade Teacher; Cathryn Childress, Second Grade Teacher; Chole Hendrix, First Grade Teacher; Kamryn Twilla, Bookkeeper; and Courtney Vinson, Teacher Assistant:
   5.3. TRMS New Hires - Amanda Brooks, Special Education Teacher; Andrew Burriss, Sixth Grade Social Studies Teacher; Vickie Cleek, Teacher Assistant; Daniel Harris, Special Education Teacher and Girls Basketball Coach; Tina Hill, Seventh Grade ELA Teacher; Brooke Holland, Eighth Grade Science Teacher; and Jolean Spinks, Custodian:
   5.4. PHS New Hires - Karolyn Bonds, Assistant Cafeteria Manager and Josi Greene, Spanish Teacher and Assistant Soccer Coach:
6. **CONSENT AGENDA**:
   6.1. Approval of Central Office Financial Report:
   6.2. Approval of Three Schools Financial Report:
   6.3. Approval of General Purpose Budget Amendments:
   6.4. Approval of Second Reading of Policy 1.400 School Board Meetings:
   6.5. Approval of Second Reading of Policy 1.403 Agendas:
   6.6. Approval of Second Reading of Policy 1.901 Charter School Applications:
   6.7. Approval of Second Reading of Policy 1.903 Charter School Oversight:
   6.8. Approval of Second Reading of Policy 1.905 Charter School Renewal:
   6.9. Approval of Second Reading of Policy 1.906 Charter School Revocation:
   6.10. Approval of Second Reading of Policy 2.100 Fiscal Management Goals:
   6.11. Approval of Second Reading of Policy 2.200 Annual Operating Budget:
   6.12. Approval of Second Reading of Policy 4.100 Instructional Program:
   6.13. Approval of Second Reading of Policy 4.213 Family Life Education:
   6.14. Approval of Policy 4.315 Instructional Use of Digital Devices:
   6.15. Approval of Second Reading of Policy 4.300 Extracurricular Activities:
   6.16. Approval of Second Reading of Policy 4.301 Interscholastic Athletics:
   6.17. Approval of Second Reading of Policy 4.600 Grading Systems:
   6.18. Approval of Second Reading of Policy 4.603 Promotion and Retention:
   6.19. Approval of Second Reading of Policy 4.605 Graduation Requirements:

6.20. Approval of Second Reading of Policy 5.104 Equal Opportunity Employment:
6.21. Approval of Second Reading of Policy 5.106 Application and Employment:
6.22. Approval of Second Reading of Policy 5.200 Separation Practices for Tenured Teachers:
6.23. Approval of Second Reading of Policy 5.201 Separation Practices for Non-Tenured Teachers:
6.24. Approval of Second Reading of Policy 5.302 Sick Leave:
6.25. Approval of Second Reading of Policy 5.303 Personal and Professional Leave:
6.26. Approval of Second Reading of Policy 5.501 Complaints and Grievances:
6.27. Approval of Second Reading of Policy 5.600 Staff Rights and Responsibilities:
6.28. Approval of Second Reading of Policy 5.801 Director of Schools Recruitment and Selection:
6.29. Approval of Second Reading of Policy 6.100 Student Goals:
6.30. Approval of Second Reading of Policy 6.200 Attendance:
6.31. Approval of Second Reading of Policy 6.202 Home Schools:
6.32. Approval of Second Reading of Policy 6.205 Student Assignments:
6.33. Approval of Second Reading of Policy 6.301 Rights and Responsibilities of Students:
6.34. Approval of Second Reading of Policy 6.303 Questioning Students and Searches:
6.35. Approval of Second Reading of Policy 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation:
6.36. Approval of Second Reading of Policy 6.3041 Title IX & Sexual Harassment:
6.37. Approval of Second Reading of Policy 6.306 Interference/Disruption of School Activities:
6.38. Approval of Second Reading of Policy 6.318 Admission of Suspended or Expelled Students:
6.39. Approval of Second Reading of Policy 6.4053 Outside Applied Behavior Analysis Therapy:
6.40. Approval of Second Reading of Policy 6.412 Emergency Allergy Response Plan:
6.41. Approval of Second Reading of Policy 6.506 Students from Military Families:

7. **PUBLIC COMMENT (must sign up prior to beginning of the meeting)**:
8. **REGULAR AGENDA**:
   8.1. Election of School Board Officers:
      8.1.1. Chairman:
      8.1.2. Vice Chairman:
      8.1.3. Chairman Pro Tem:
      8.1.4. Fiscal Agent:
      8.1.5. Legislative Liaison:
   8.2. Approval to Attend National FFA Convention October 20th to 24th in Indianapolis, IN for 10 Students and 2 Chaperons:
   8.3. Approval of General Purpose New Budget Items:
9. **DIRECTORS REPORT**:
   9.1. TRMS New Hires - Daniel Harris, Special Education Teacher:
   9.2. PHS New Hires - Tracy Simmons, Volleyball Coach:
   9.3. TSBA Leadership Conference and Annual Convention - Thurs, Nov 5th to Sun, Nov 8th:

9.4. School Activities:
- 9.4.1. Sept 2 End of TRMS Midterm:
- 9.4.2. Sept 3 TRMS Progress Reports Go Home:
- 9.4.3. Sept 4 TRMS Roar Store:
  - 9.4.3.1. TRMS August Student of the Month:
- 9.4.4. Sept 12 PHS Band Competition Hendersonville Golden Invitational:
- 9.4.5. Sept 16 TRMS House Day:
  - 9.4.5.1. Extended Professional Development Day:
- 9.4.6. Sept 19 PHS Band Competition Hornet Invitational:
- 9.4.7. Sept 21 TRMS Fall Sports Pictures:
  - 9.4.7.1. TRMS Yearbook Picture Make-up:
- 9.4.8. Sept 29 TES Title I Meeting 6 pm:
  - 9.4.8.1. TES Family Game Night 6:30 pm:
- 9.4.9. Sept 21 to 25 TRMS Book Fair:
- 9.4.10. Sept 24 TRMS Title I Meeting 6 pm "Books, Business, & Bingo":
- 9.4.11. Sept 26 PHS Band Competition Union City Marching Band Invitational:
- 9.4.12. Sept 28 TRMS Case 1 Testing Begins:
- 9.4.13. Oct 2 TRMS End of 1st Quarter:
- 9.4.14. Oct 3 PHS Band Competition Indian Nation Invitational:

9.5. Athletic Activities:
- 9.5.1. Sept 1 TRMS Softball vs Union City 5 pm:
  - 9.5.1.1. PHS Golf at Crockett County:
  - 9.5.1.2. PHS Volleyball at Gibson County 5pm:
- 9.5.2. Sept 2 PHS Golf at Milan:
- 9.5.3. Sept 3 PHS Girls Soccer vs Madison 6 pm:
  - 9.5.3.1. TRMS Softball at Bradford 5 pm:
  - 9.5.3.2. TRMS Girls Soccer at Crockett County 5:30 pm:
  - 9.5.3.3. PHS Volleyball vs Huntingdon 5 pm:
- 9.5.4. Sept 4 PHS Football at Gibson County 7 pm:
- 9.5.5. Sept 8 PHS Girls Soccer vs Augustine 6 pm:
  - 9.5.5.1. TRMS Softball vs TCA 5 pm:
  - 9.5.5.2. TRMS 5th and 6th Grade Football vs Milan 6 pm:
  - 9.5.5.3. TRMS Girls Soccer at Dyer County 5:30 pm:
- 9.5.6. Sept 10 PHS Girls Soccer vs Liberty Tech 6 pm:
  - 9.5.6.1. TRMS Softball vs JCS 5 pm:
  - 9.5.6.2. TRMS Girls Soccer at Dyersburg 5 pm:
- 9.5.7. Sept 11 PHS Football vs JCM 7 pm:
- 9.5.8. Sept 14 PHS Girls Soccer vs Obion County 6 pm:
  - 9.5.8.1. TRMS Softball at Milan 5 pm:
  - 9.5.8.2. TRMS 5th and 6th Grade Football vs Alamo:
  - 9.5.8.3. PHS Volleyball at Lake County 5 pm:
- 9.5.9. Sept 15 TRMS Softball at JCS 5 pm:
  - 9.5.9.1. TRMS 7th & 8th Grade Football vs Northeast 6:30 pm:
  - 9.5.9.2. TRMS Girls Soccer vs South Gibson County 5:30 pm:
  - 9.5.9.3. PHS Volleyball vs West Carroll 5 pm:
- 9.5.10. Sept 17 PHS Girls Soccer at Milan 6 pm:

9.5.10.1. TRMS Softball vs Gibson Co 5 pm:
9.5.10.2. PHS Volleyball at Union City 5 pm:
9.5.11. Sept 18 PHS Football vs Douglass :
9.5.12. Sept 21 PHS Girls Soccer at JCM 6 pm:
9.5.12.1. TRMS Softball vs Greenfield, 8th Grade Night 5 pm:
9.5.12.2. TRMS Girls Soccer at Gibson County 5:30 pm:
9.5.13. Sept 22 TRMS 7th and 8th Grade Football vs Humboldt 6:30 pm:
9.5.13.1. PHS Volleyball vs Gibson County 5 pm:
9.5.14. Sept 24 PHS Girls Soccer vs Dyersburg 6 pm:
9.5.14.1. TRMS Softball at Dyersburg 5 pm:
9.5.14.2. PHS Volleyball vs Halls 5 pm:
9.5.15. Sept 25 PHS Football at Union City:
9.5.16. Sept 28 TRMS Softball at Greenfield 5 pm:
9.5.16.1. PHS Volleyball vs Lake County 5 pm:
9.5.17. Sept 29 TRMS 7th and 8th Grade Football at Milan 6:30 pm:
9.5.18. Oct 1 PHS Girls Soccer vs Huntingdon 6 pm:
9.5.18.1. PHS Volleyball at Huntingdon 5 pm:
9.5.19. Oct 2 PHS Football at Halls:
9.5.20. Oct 5-8 PHS Volleyball District Tournaments:

10. **ADJOURNMENT**:

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4. APPROVE MINUTES

4.1. Approval of July 28th Minutes

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

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  8.1.1. Chairman
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10. ADJOURNMENT

TRENTON SPECIAL SCHOOL DISTRICT
Board of Trustees' Regular Meeting
Central Office – 6 p.m.
July 28, 2026

ROLL CALL: The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, July 28, 2026, at 6 p.m. In attendance were the following:

Justin Weaver, Chairman	Tim Haney, Director of Schools
Lisa Andrews-Young	Katie Dinwiddie
Clint Hickerson	Ross Pope
Shannon Parra	

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

APPROVAL OF AGENDA: Chairman Weaver presented the agenda for the July 28, 2026, Regular Meeting for approval. Ross Pope made a motion to approve the amended agenda with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF MINUTES: Chairman Weaver presented the minutes of the June 16, 2026, Regular Meeting for approval. With no additions or corrections, Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

REPORTS: Lisa Garland shared that the School Nutrition Program had received $28,400 in the Fresh Fruits and Vegetables Grant for the 2026-2027 school year. This grant helps introduce TES students with different fresh fruits and vegetables through their snack.

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

1. Approval of Central Office Financial Reports
    a. May 2026
    b. June 2026
2. Approval of Three Schools Financial Reports
    a. May 2026
    b. June 2026

Katie Dinwiddie made the motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

PUBLIC COMMENT: There was no public comment.

REGULAR AGENDA: The following items appeared on the "Regular Agenda":

APPROVAL OF 2026-2027 PROPOSED DISCIPLINARY HEARING BOARD MEMBERS: Stephanie Franks request approval of 2026-2027 Disciplinary Hearing Board Members to include:

Jake Ramsey	Randy Reynolds	Charlotte Doaks	
Lisa Bradford	Greg Vinson	Jason Driggers, Alternate	Stephanie Franks, Chairman

Ross Pope made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF 2026-2027 PHS SCHOOL FEES: Sonya Hayman requested approval of the following 2026-2027 PHS School Fees:

Art Club $15 covers a field trip to Memphis
HOSA $15 State and National dues
Speech and Debate $15 t-shirt
FFA $25 Regional, State, and National dues plus a t-shirt
Junior Rotary $15 membership dues
DECA $15 membership dues
Band $496 (They can fundraise with a calendar donation for this.) show design, music, Licensing, guard work, equipment, guard uniforms, flags, and extra staff

Katie Dinwiddie made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF FFA STATE LAMB SHOW IN LEBANON ON AUGUST 13TH AND 14TH FOR NINE STUDENTS AND TWO CHAPERONS: Sonya Hayman requested approval for nine (9) students and two (2) chaperons to attend the FFA State Lamb Show in Lebanon on August 13th and 14th. Ross Pope made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously

APPROVAL OF PRESCHOOL ACCESS FOR ALL NETWORK BUDGET: Amy Allen requested approval of the Preschool Access for All Network Budget of $30,000. Funds will be used to purchase supplies and provide additional professional development for staff. Lisa Andrews-Young made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF 2026-2027 GENERAL PURPOSE BUDGET: Tammy Smith requested approval of the 2026-2027 General Purpose budget. The budget includes $17,442,356 in expenditures and $16,197,878 in revenue. The additional need funds would come from the Fund Balance ($1,228,973), Assigned for Battelle STEM TRMS ($5,000), and Assigned for Battelle STEM PHS ($10,405). This year's budget included an aggregate increase to the Teacher Salary Schedule of 3.38% for an additional $249,369. The State required a minimum salary schedule increase of $159,512.85. Non-certified staff received a 5% salary increase for an additional $79,814. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF 2026-2027 BUS GARAGE BUDGET: Tammy Smith requested approval of the 2026-2027 Bus Garage Budget for $702,531. The Bus Garage is prorated between the five (5) districts in Gibson County based on the number of buses in operation. Trenton Special School District's share is 12.94%. Ross Pope made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF SCHOOL YEAR 2026-2027 AGREEMENT TO ADMINISTER THE SCHOOL NUTRITION PROGRAMS; Lisa Garland requested approval of the School Year 2026-2027 Agreement to Administer the School Nutrition Programs. It covers the School Breakfast Program, National School Lunch Program, Seamless Summer Program, Afterschool Snack Program, and Special Milk Program. Katie Dinwiddie made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF 2026-2027 SCHOOL NUTRITION BUDGET; Lisa Garland requested approval of 2026-2027 School Nutrition budget of $2,142,718. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF TITLE I BUDGET AMENDMENT: Lisa Garland requested approval of the reduction of $9,099.40 to the Title I budget. Funds would be taken from the Instructional Coach category. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF CTE PERKINS BASIC GRANT: Lisa Garland requested approval the CTE Perkins Basic Grant for $25,756.10. Funds will be used for Instructional Supplies (10,756.10), Other Supplies and Materials

(6,000), Professional Development (3,000), and Other Charges (3,000). Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF CTE PERKINS RESERVE SECONDARY APPLICATION: Lisa Garland requested approval of the CTE Perkins Reserve Secondary Application Grant in the amount of $50,000. Funds will be used for Vocational Equipment. Katie Dinwiddie made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF CTE AMENDMENT #1: Lisa Garland requested approval of the CTE Amendment #1. Funds were reduced by $1,550.05 due to reallocation. Industry certifications were reduced by the $1,550.05. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 1 POLICIES: Anna Cobb requested approval of First Reading of Section 1 Policies with the following changes:

Policy 1.400 School Board Meetings – provide for electronic attendance during inclement weather or natural disaster up to three times per year.
Policy 1.403 Agendas – provide a final agenda, including supporting materials, shall be published on the school district website no later than 48 hours prior to the regular board meeting. The executive committee shall assign a sufficient amount of time for each item on the agenda. At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month by month actions required by law and those required to carry out the Board's annual goals including review of designated sections of the board policy manual and progress of programs for student achievement.
Policy 1.901 Charter School Applications – define the application process, review team, and approval/denial of application.
Policy 1.903 Charter School Oversight – define monitoring system, site visits, charter school reporting, and authorizer reporting and review.
Policy 1.905 Charter School Renewal – outline the process of annual notice, interim review, cumulative performance report, application and evaluation, and renewal criteria.
Policy 1.906 Charter School Revocation – outline the process for revoking a school charter including notice, revocation due to priority status, and procedures for closure.
Ross Pope made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 2 POLICIES: Anna Cobb requested approval of First Reading of Section 2 Policies with the following changes:

Policy 2.100 Fiscal Management Goals – updated item 3 to have financial policies and accompanying procedures to be reviewed annually to ensure ongoing compliance.
Policy 2.200 Annual Operating Budget – the Director of Schools is tasked with ensuring that the budget documents are presented in a clear and understandable manner. Within 30 days of the beginning of the fiscal year, budgets shall be presented to the Commissioner. Beginning in 2027, will provide the office of the Comptroller of the Treasury by August 1: (1) budgetary report for the upcoming school year and (2) expenditure report of the immediately preceding school year.
Katie Dinwiddie made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 4 POLICIES: Anna Cobb requested approval of First Reading of Section 4 Policies with the following changes:

Policy 4.100 Instructional Program – defines sex as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics

existing at the time of birth."

Policy 4.213 Family Life Education – requires instruction on child trafficking prevention and awareness be provided to all students in grades K-12 in a manner that is age-appropriate.

Policy 4.215 Instructional Use of Digital Devices – new policy to regulate the amount of time students grades K-5 can receive digital instruction.

Policy 4.300 Extracurricular Activities – defines sex as one's sex at the time of birth.

Policy 4.301 Interscholastic Athletics – defines sex as one's sex at the time of birth. Defines private school student participation.

Policy 4.600 Grading System – 8th grade students taking enrolled in high school courses shall follow the 9-12 uniform grading system established by the State Board of Education

Policy 4.603 Promotion and Retention – 3rd grade student may be promoted if the student scored within the 50th percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.

Policy 4.605 Graduation Requirements – students may meet the Classic Learning Test (CLT) instead of the ACT or SAT. Total number of students graduating early shall be reported to the TN Department of Education.

Clint Hickerson made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 5 POLICIES: Anna Cobb requested approval of First Reading of Section 5 Policies with the following changes:

Policy 5.104 Equal Opportunity Employment – defines sex as one's sex at the time of birth.

Policy 5.106 Application and Employment – employees shall be verified by eVerify

Policy 5.200 Separation of Practices for Tenured Teachers – removed the option to request suspension of a teacher's license due to breach of contract

Policy 5.201 Separation of Practices for Non-Tenured Teachers – removed the option to request suspension of a teacher's license due to breach of contract

Policy 5.302 Sick Leave – changes sick days to 8 days for 10 month employees, 9 days for 11 month employees, and 10 days for 12 month employees

Policy 5.303 Personal and Professional Leave – changes personal days from two per year to four

Policy 5.501 Complaints and Grievances - defines sex as one's sex at the time of birth.

Policy 5.600 Staff Rights & Responsibilities – prohibits employees from any sexually related behavior with students including students who have graduated or withdrawn in the immediately preceding 12 months.

Policy 5.801 Director of Schools Recruitment and Selection – allows for candidates to be interviewed by the Board in executive session. Requires all deliberation to occur during public meeting.

Lisa Andrews-Young made a motion to approve with a second by Ross Pope. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 6 POLICIES: Anna Cobb requested approval of First Reading of Section 6 Policies with the following changes:

Policy 6.100 Student Goals – defines sex as one's sex at the time of birth.

Policy 6.200 Attendance – addresses transfer students with truancy issues

Policy 6.202 Home Schools – ensure administration of appropriate tests in English and math in grades five, seven and nine.

Policy 6.205 Student Assignments – provides guidelines if there is an order of protection between two students with the development of a student safety plan.

Policy 6.301 Rights and Responsibilities of Students - defines sex as one's sex at the time of birth.

Policy 6.303 Questioning Students and Searches – only school employees who have completed state required orientation and training shall search students. Defines sex as one's sex at the time of birth.

Policy 6.304 Student Discriminations, Harassment, Bullying, Cyberbullying, and Intimidation – defines sex as one's sex at the time of birth

Policy 6.3041 Title IX and Sexual Harassment – defines sex as one's sex at the time of birth. Update Title IX Coordinator to Paul Pillow

Policy 6.306 Interference/Disruption of School Activities – defines process of notifying parents in the event of a classroom evacuation.

Policy 6.318 Admission of Suspended or Expelled Students – disciplinary investigation of a student who withdraws from the district during the investigation may continue. If the student reenrolls in the district, the disciplinary investigation and/or consequences shall resume.

Policy 6.4053 Outside Applied Behavior Analysis Therapy – new policy applies to "private pay providers" under contracts with parents/guardians of students with autism spectrum disorder or developmental delays. Providers shall enter into an MOU with TSSD to give the student services during the school day.

Policy 6.412 Emergency Allergy Response Plan – new policy on administering epinephrine due to allergic reactions

Policy 6.506 Students form Military Families – allows students in 11th or 12th grade and a dependent child of a service member the option to remain in their present school district even if they have relocated due to a military reassignment. The student can remain until graduation or the student withdraws.

Ross Pope made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF 2026-2027DIFFERENTIATED PAY PLAN: Shannon Parra requested approval of the 2026-2027 Differentiated Pay Plan. The plan is the same as prior years. Hard to Staff positions are defined as secondary math, science, and foreign language along with Special Education CDC classrooms. Katie Dinwiddie made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

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

TRMS New Hires — Vicki Cleek, Teacher Assistant
TRMS Resignations — Krystal Hoff, Special Education Teacher and Clintonisha Moore, Teacher Assistant
TSBA Conference/Convention - Thurs, Nov 5th to Sun, Nov 8th

School Activities

Jul 30 Districtwide Luncheon, 12 noon
Aug 3 First Day of School
Aug 7 TRMS Fall Pictures
Aug 10 - 14 TRMS iReady Diagnostic in Reading and Math
Aug 18 TRMS Washington Trip Interest Meeting, 5:30 pm
Aug 26 TRMS House Day
Aug 27, TRMS Football Homecoming

Athletic Activities

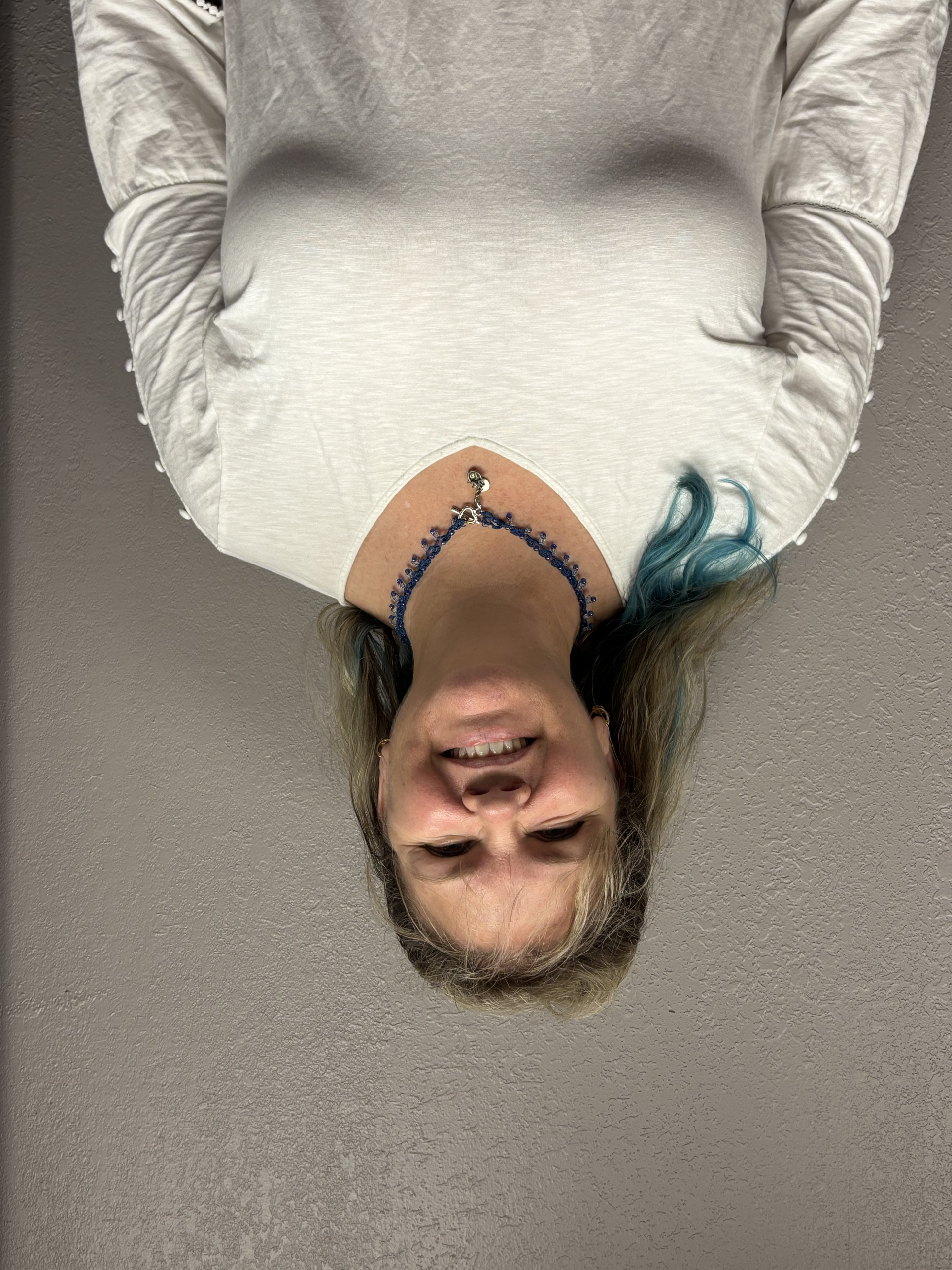
Aug 6 TRMS Girls Soccer vs Henderson Co, 6 pm
TRMS 7th and 8th Grade Football at Huntingdon, 6:30 pm
Aug 10 TRMS Girls Soccer at McKenzie, 5:30 pm
TRMS Softball vs Milan, 5 pm
Aug 13 TRMS 7th and 8th Grade Football vs Gibson County, 6:30 pm
TRMS Softball at Union City, 5 pm
Aug 14 PHS Football Jamboree Home, 7 pm
Aug 17 TRMS Girls Soccer at Milan, 5:30 pm
TRMS Softball at Gleason, 5 pm:
Aug 20 TRMS Girls Soccer vs Hardin Co, 6 pm
TRMS Softball at Gibson County, 5 pm
Aug 21 PHS Football vs Ripley, 7 pm
Aug 24 TRMS 5th and 6th Grade Football at Humboldt, 6 pm

TRMS Softball at USJ, 5 pm
Aug 25 TRMS Girls Soccer vs Gibson County, 5:30 pm
TRMS Softball at TCA, 5 pm
Aug 27 TRMS 7th and 8th Grade Football vs Union City, 6:30 pm
Aug 28 PHS Football vs Humboldt, 7 pm
Aug 31 TRMS 5th and 6th Grade Football at USJ, 6 pm
Sept 1 TRMS Softball vs Union City, 5 pm
Sept 3 TRMS Girls Soccer at Crockett County, 5:30 pm
TRMS Softball at Dyersburg, 5 pm
Sept 4 PHS Football at Gibson County, 7 pm

ADJOURNMENT: With no further business, Clint Hickerson made the motion to adjourn. Katie Dinwiddie seconded the motion. The motion carried unanimously.

_____ _____

Chairman of the Board Secretary to the Board











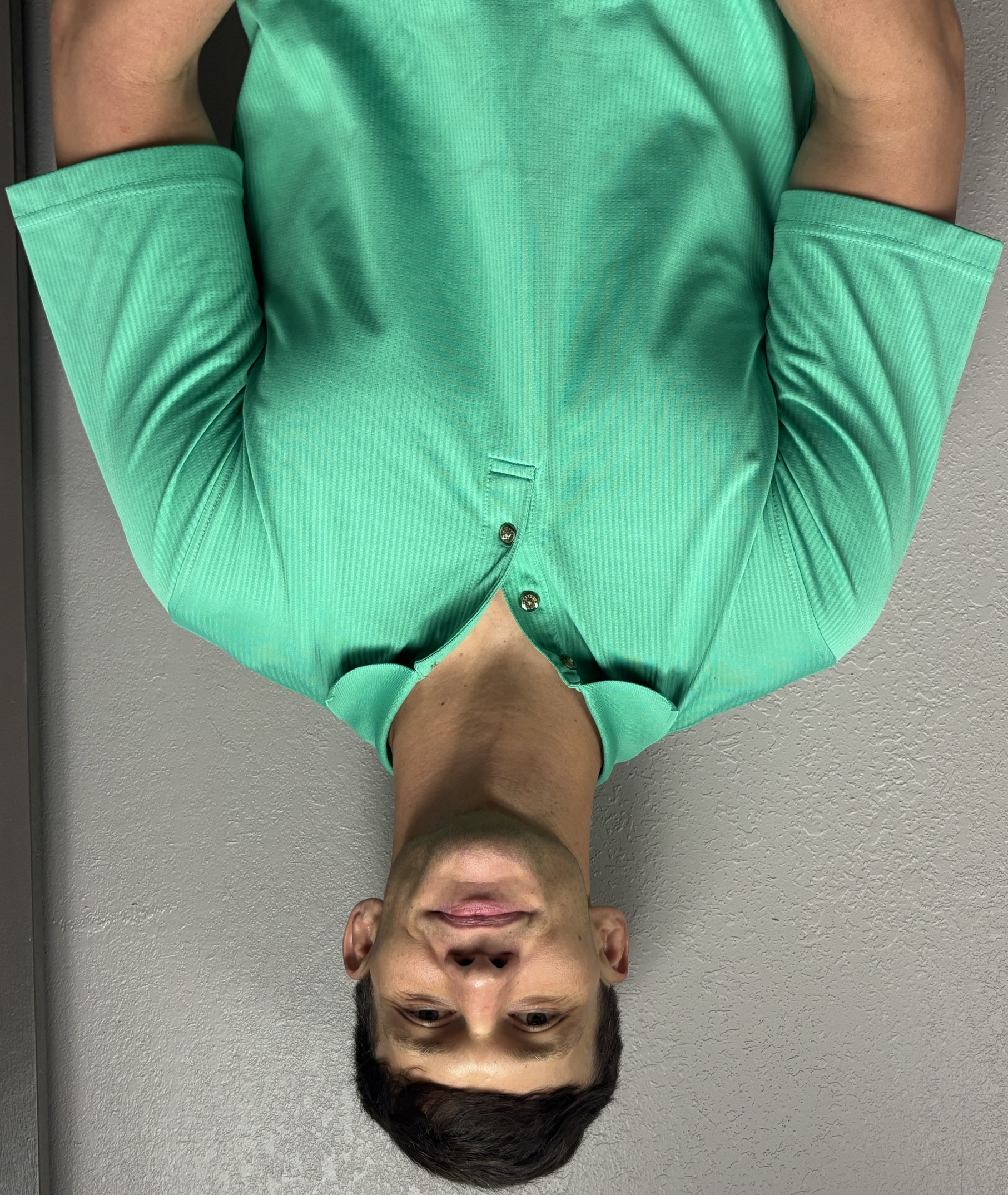







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141 General Purpose School

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
40210	Local Option Sales Tax	1,500,000.00	0.00	0.00%	125,000.00	0.00	0.00%
40610	Current Property Tax	2,910,022.00	0.00	0.00%	242,501.83	0.00	0.00%
40620	Prior Year's Property Tax	100,000.00	0.00	0.00%	8,333.33	0.00	0.00%
40630	Interest And Penalty	12,000.00	0.00	0.00%	1,000.00	0.00	0.00%
40650	Payments In Lieu Of Taxes	20,000.00	0.00	0.00%	1,666.67	0.00	0.00%
41110	Marriage Licenses	300.00	0.00	0.00%	25.00	0.00	0.00%
43531	Transportation - Other State Systems	0.00	(519.09)	0.00%	0.00	(519.09)	0.00%
43570	Receipts From Individual Schools	5,000.00	0.00	0.00%	416.67	0.00	0.00%
43990	Other Charges For Services	40,000.00	0.00	0.00%	3,333.33	0.00	0.00%
44110	Investment Income	225,000.00	(23,003.94)	10.22%	18,750.00	(23,003.94)	122.69%
44120	Lease/Rentals/PPP	19,500.00	(800.00)	4.10%	1,625.00	(800.00)	49.23%
44170	Miscellaneous Refunds	0.00	(30.40)	0.00%	0.00	(30.40)	0.00%
44990	Other Local Revenues	15,000.00	(650.00)	4.33%	1,250.00	(650.00)	52.00%
46510	Tennessee Investment in Student	10,668,238.00	0.00	0.00%	889,019.83	0.00	0.00%
46513	TISA - On-behalf Payments	20,000.00	0.00	0.00%	1,666.67	0.00	0.00%
46515	Early Childhood Education	427,481.00	0.00	0.00%	35,623.42	0.00	0.00%
46570	Literacy Coordination	0.00	(5,902.79)	0.00%	0.00	(5,902.79)	0.00%
46590	Other State Education Funds	104,055.00	0.00	0.00%	8,671.25	0.00	0.00%
46610	Career Ladder Program	10,000.00	0.00	0.00%	833.33	0.00	0.00%
46790	Other Vocational	49,825.00	0.00	0.00%	4,152.08	0.00	0.00%
46852	State Revenue Sharing -	7,500.00	0.00	0.00%	625.00	0.00	0.00%
46980	Other State Grants	55,333.00	0.00	0.00%	4,611.08	0.00	0.00%
47143	Special Education - Grants To States	3,724.00	0.00	0.00%	310.33	0.00	0.00%
49800	Transfers In	5,000.00	0.00	0.00%	416.67	0.00	0.00%
	Total Revenues	**16,197,978.00**	**(30,906.22)**	**0.19%**	**1,349,831.50**	**(30,906.22)**	**2.29%**
Expenditures							
71100	Regular Instruction Program	(6,582,111.00)	198,651.60	3.02%	(548,509.25)	198,651.60	36.22%
71150	Alternative Instruction Program	(499,958.00)	0.00	0.00%	(41,663.17)	0.00	0.00%
71200	Special Education Program	(865,535.00)	525.66	0.06%	(72,127.92)	525.66	0.73%
71300	Career and Technical Education	(1,083,534.00)	7,178.44	0.66%	(90,294.50)	7,178.44	7.95%
71400	Student Body Education Program	(57,575.00)	5,919.79	10.28%	(4,797.92)	5,919.79	123.38%
72110	Attendance	(179,605.00)	5,028.26	2.80%	(14,967.08)	5,028.26	33.60%
72120	Health Services	(171,805.00)	0.00	0.00%	(14,317.08)	0.00	0.00%
72130	Other Student Support	(529,151.00)	48,541.58	9.17%	(44,095.92)	48,541.58	110.08%
72210	Regular Instruction Program	(660,314.00)	34,680.99	5.25%	(55,026.17)	34,680.99	63.03%
72220	Special Education Program	(68,196.00)	3,742.77	5.49%	(5,683.00)	3,742.77	65.86%
72230	Career and Technical Education	(116,747.00)	11,899.83	10.19%	(9,728.92)	11,899.83	122.31%

141 General Purpose School

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
72250	Instructional Technology	(438,934.00)	31,424.06	7.16%	(36,577.83)	31,424.06	85.91%
72310	Board Of Education	(274,575.00)	91,846.92	33.45%	(22,881.25)	91,846.92	401.41%
72320	Director Of Schools	(204,214.00)	19,046.02	9.33%	(17,017.83)	19,046.02	111.92%
72410	Office Of The Principal	(1,036,833.00)	57,897.89	5.58%	(86,402.75)	57,897.89	67.01%
72510	Fiscal Services	(131,686.00)	10,499.55	7.97%	(10,973.83)	10,499.55	95.68%
72520	Human Services/Personnel	(155,987.00)	17,002.18	10.90%	(12,998.92)	17,002.18	130.80%
72610	Operation Of Plant	(1,360,764.00)	222,383.00	16.34%	(113,397.00)	222,383.00	196.11%
72620	Maintenance Of Plant	(542,208.00)	208,659.61	38.48%	(45,184.00)	208,659.61	461.80%
72710	Transportation	(513,034.00)	25,469.74	4.96%	(42,752.83)	25,469.74	59.57%
72810	Central And Other	(35,251.00)	25,942.25	73.59%	(2,937.58)	25,942.25	883.12%
73100	Food Service	(30,000.00)	0.00	0.00%	(2,500.00)	0.00	0.00%
73300	Community Services	(3,000.00)	1,300.00	43.33%	(250.00)	1,300.00	520.00%
73400	Early Childhood Education	(427,481.00)	4,411.92	1.03%	(35,623.42)	4,411.92	12.38%
76100	Regular Capital Outlay	(242,439.00)	33,432.90	13.79%	(20,203.25)	33,432.90	165.48%
82130	Education	(760,000.00)	0.00	0.00%	(63,333.33)	0.00	0.00%
82230	Education	(471,419.00)	0.00	0.00%	(39,284.92)	0.00	0.00%
	Total Expenditures	**(17,442,356.00)**	**1,065,484.96**	**6.11%**	**(1,453,529.67)**	**1,065,484.96**	**73.30%**
Total 141	General Purpose School	**(1,244,378.00)**	**1,034,578.74**	**83.14%**	**(103,698.17)**	**1,034,578.74**	**997.68%**

142 School Federal Projects

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Expenditures							
71100	Regular Instruction Program	0.00	548.60	0.00%	0.00	548.60	0.00%
71200	Special Education Program	0.00	810.57	0.00%	0.00	810.57	0.00%
72210	Regular Instruction Program	0.00	7,467.04	0.00%	0.00	7,467.04	0.00%
72220	Special Education Program	0.00	3,285.92	0.00%	0.00	3,285.92	0.00%
	Total Expenditures	**0.00**	**12,112.13**	**100.00%**	**0.00**	**12,112.13**	**0.00%**
Total 142	School Federal Projects	**0.00**	**12,112.13**	**100.00%**	**0.00**	**12,112.13**	**0.00%**

143 Central Cafeteria

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
43521	Lunch Payments - Children	0.00	21.85	0.00%	0.00	21.85	0.00%
	Total Revenues	**0.00**	**21.85**	**100.00%**	**0.00**	**21.85**	**0.00%**
Expenditures							
73100	Food Service	0.00	503,992.45	0.00%	0.00	503,992.45	0.00%
	Total Expenditures	**0.00**	**503,992.45**	**100.00%**	**0.00**	**503,992.45**	**0.00%**
Total 143	Central Cafeteria	**0.00**	**504,014.30**	**100.00%**	**0.00**	**504,014.30**	**0.00%**

144 School Transportation

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
43531	Transportation - Other State Systems	702,531.00	(71,236.81)	10.14%	58,544.25	(71,236.81)	121.68%
	Total Revenues	**702,531.00**	**(71,236.81)**	**10.14%**	**58,544.25**	**(71,236.81)**	**121.68%**
Expenditures							
72710	Transportation	(702,531.00)	72,074.71	10.26%	(58,544.25)	72,074.71	123.11%
	Total Expenditures	**(702,531.00)**	**72,074.71**	**10.26%**	**(58,544.25)**	**72,074.71**	**123.11%**
Total 144	School Transportation	**0.00**	**837.90**	**100.00%**	**0.00**	**837.90**	**0.00%**

Bank Account: Cadence Checking - Fed Proj 142 Account Number:

GL Account: 142-011-11130

Number	Date	Description	Check Type	Status	
36134	7/15/2026	American Cancer Society Gibson Co	Vendor	Outstanding	$0.73
36135	7/15/2026	Gibson Co Imagination Library	Vendor	Outstanding	$0.40
36138	7/15/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$13.82
36139	7/15/2026	TASC	Vendor	Outstanding	$8.33
36142	7/15/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	$10.41
36144	7/15/2026	TSA Consulting Group, Inc.	Vendor	Outstanding	$119.63
36145	7/15/2026	TSSD Cell Phones	Vendor	Outstanding	$5.00
36147	7/15/2026	TSSD Concord	Vendor	Outstanding	$683.23
36150	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$3,766.33
36154	7/15/2026	TSSD General Purpose	Vendor	Outstanding	$1,331.28
36157	7/15/2026	TSSD Teacher Insurance System	Vendor	Outstanding	$1,409.61
36158	7/15/2026	USABLE LIFE	Vendor	Outstanding	$32.00
36161	7/15/2026	Usable Life - Premium Billing	Vendor	Outstanding	$86.27
				Totals for Vendor	
				Number of Checks:	13
				Total Checks:	$7,467.04
				Reconciled Checks:	$0.00
				Outstanding Checks:	$7,467.04
				Void Checks:	$0.00

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

Totals for 142-011-11130	
Number of Checks:	13
Total Checks:	$7,467.04
Reconciled Checks:	$0.00
Outstanding Checks:	$7,467.04
Void Checks:	$0.00

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

Number	Date	Description	Check Type	Status	
36149	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$11,995.00

Totals for Vendor

Number of Checks:	1
Total Checks:	$11,995.00
Reconciled Checks:	$0.00
Outstanding Checks:	$11,995.00
Void Checks:	$0.00

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

Totals for 142-101-11130

Number of Checks:	1
Total Checks:	$11,995.00
Reconciled Checks:	$0.00
Outstanding Checks:	$11,995.00
Void Checks:	$0.00

Bank Account: Cadence Checking - Fed Proj 142 Account Number: -
GL Account: 142-170-11130

Number	Date	Description	Check Type	Status	
36153	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$1,769.72
36162	7/28/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$2,997.15

Totals for Vendor

Number of Checks:	2
Total Checks:	$4,766.87
Reconciled Checks:	$0.00
Outstanding Checks:	$4,766.87
Void Checks:	$0.00

Bank Account: Cadence Checking - Fed Proj 142 Account Number:
GL Account: 142-170-11130

Totals for 142-170-11130

Number of Checks:	2
Total Checks:	$4,766.87
Reconciled Checks:	$0.00
Outstanding Checks:	$4,766.87
Void Checks:	$0.00

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

Number	Date	Description	Check Type	Status	
36163	7/28/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$2,907.07

Totals for Vendor

Number of Checks:	1
Total Checks:	$2,907.07
Reconciled Checks:	$0.00
Outstanding Checks:	$2,907.07
Void Checks:	$0.00

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

Totals for 142-430-11130

Number of Checks:	1
Total Checks:	$2,907.07
Reconciled Checks:	$0.00
Outstanding Checks:	$2,907.07
Void Checks:	$0.00

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

Number	Date	Description	Check Type	Status	
36152	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$1,514.37

Totals for Vendor

Number of Checks:	1
Total Checks:	$1,514.37
Reconciled Checks:	$0.00
Outstanding Checks:	$1,514.37
Void Checks:	$0.00

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

Totals for 142-601-11130

Number of Checks:	1
Total Checks:	$1,514.37
Reconciled Checks:	$0.00
Outstanding Checks:	$1,514.37
Void Checks:	$0.00

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

Number	Date	Description	Check Type	Status	
36133	7/15/2026	American Cancer Society Gibson Co	Vendor	Outstanding	$0.78
36136	7/15/2026	Gibson Co Imagination Library	Vendor	Outstanding	$0.38
36137	7/15/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$5.14
36140	7/15/2026	TASC	Vendor	Outstanding	$18.92
36141	7/15/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	$19.71
36143	7/15/2026	TSA Consulting Group, Inc.	Vendor	Outstanding	$65.68
36146	7/15/2026	TSSD Concord	Vendor	Outstanding	$338.23
36151	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$13,232.14
36155	7/15/2026	TSSD General Purpose	Vendor	Outstanding	$607.10
36156	7/15/2026	TSSD Teacher Insurance System	Vendor	Outstanding	$563.38
36159	7/15/2026	USABLE LIFE	Vendor	Outstanding	$35.28
36160	7/15/2026	Usable Life - Premium Billing	Vendor	Outstanding	$24.47
36164	7/28/2026	Tobii Dynavox	Vendor	Outstanding	$551.48

Totals for Vendor

Number of Checks:	13
Total Checks:	$15,462.69
Reconciled Checks:	$0.00
Outstanding Checks:	$15,462.69
Void Checks:	$0.00

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

Totals for 142-901-11130

Number of Checks:	13
Total Checks:	$15,462.69
Reconciled Checks:	$0.00
Outstanding Checks:	$15,462.69
Void Checks:	$0.00

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

Number	Date	Description	Check Type	Status	
36148	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$463.61

Totals for Vendor

Number of Checks:	1
Total Checks:	$463.61
Reconciled Checks:	$0.00
Outstanding Checks:	$463.61
Void Checks:	$0.00

Bank Account: Citizens City And County Bank Bus Garage 144 Account Number:
GL Account: 142-911-11130

Totals for 142-911-11130

Number of Checks:	1
Total Checks:	$463.61
Reconciled Checks:	$0.00
Outstanding Checks:	$463.61
Void Checks:	$0.00

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

GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
17402	7/15/2026	AFLAC	Vendor	Outstanding	$60.45
17403	7/15/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$12.65
17404	7/15/2026	TSA Consulting Group, Inc.	Vendor	Outstanding	$64.00
17405	7/15/2026	TSSD Concord	Vendor	Outstanding	$1,775.29
17406	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$13,988.16
17407	7/15/2026	TSSD General Purpose	Vendor	Outstanding	$3,879.10
17408	7/15/2026	TSSD Teacher Insurance System	Vendor	Outstanding	$2,178.86
17409	7/15/2026	USABLE LIFE	Vendor	Outstanding	$121.96
17410	7/15/2026	Usable Life - Premium Billing	Vendor	Outstanding	$23.54
17411	7/15/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	$18.90
17412	7/16/2026	Gibson Connect	Vendor	Outstanding	$93.78
17413	7/16/2026	John Anthony Mercer	Vendor	Outstanding	$194.85
17414	7/21/2026	Blake Daniels	Vendor	Outstanding	$200.00
17415	7/21/2026	Edsell Burns	Vendor	Outstanding	$200.00
17416	7/21/2026	Copies Unlimited	Vendor	Outstanding	$141.00
17417	7/23/2026	Gibson Co Utility Dist	Vendor	Outstanding	$19.96
17418	7/28/2026	Trenton Light & Water Depts.	Vendor	Outstanding	$805.14
17419	7/31/2026	Ace Building Center	Vendor	Outstanding	$138.23
17420	7/31/2026	B & B Fire Protection	Vendor	Outstanding	$326.25
17421	7/31/2026	Best One Tire Of Jackson	Vendor	Outstanding	$5,678.76
17422	7/31/2026	Br Supply, Inc	Vendor	Outstanding	$47.05
17423	7/31/2026	Central States Bus Sales, Inc.	Vendor	Outstanding	$11,001.39
17424	7/31/2026	Hci Supply	Vendor	Outstanding	$1,026.22
17425	7/31/2026	Hi-Line Inc.	Vendor	Outstanding	$587.91
17426	7/31/2026	Hickerson Automotive Group, Inc	Vendor	Outstanding	$1,508.60
17427	7/31/2026	Kimball Midwest	Vendor	Outstanding	$183.89
17428	7/31/2026	Mid-South Bus Center, Inc.	Vendor	Outstanding	$2,819.87

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

GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
17429	7/31/2026	Motor Parts And Bearings	Vendor	Outstanding	$1,022.41
17430	7/31/2026	Motor Parts Co Of Milan	Vendor	Outstanding	$289.73
17431	7/31/2026	O'reilly Auto Part	Vendor	Outstanding	$1,019.18
17432	7/31/2026	Rasberry Tire	Vendor	Outstanding	$1,577.80
17433	7/31/2026	Tag Truck Center Of Jackson	Vendor	Outstanding	$6,451.89
17434	7/31/2026	Temple Landscaping, LLC	Vendor	Outstanding	$201.00
17435	7/31/2026	Trenton Industrial Laundry	Vendor	Outstanding	$818.52
17436	7/31/2026	TSSD General Purpose	Vendor	Outstanding	$9,152.74
17437	7/31/2026	Volunteer Bus Sales	Vendor	Outstanding	$837.90
17438	7/31/2026	Volunteer International Inc.	Vendor	Outstanding	$2,969.83
17439	7/31/2026	Volunteer International Inc.	Vendor	Outstanding	$837.90
				Totals for Vendor	
				Number of Checks:	38
				Total Checks:	$72,074.71
				Reconciled Checks:	$0.00
				Outstanding Checks:	$72,074.71
				Void Checks:	$0.00

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

Totals for 144- -11130

Number of Checks:	38
Total Checks:	$72,074.71
Reconciled Checks:	$0.00
Outstanding Checks:	$72,074.71
Void Checks:	$0.00

Bank Account: Regions Bank Cafeteria 143 Account Number:

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
17192	7/9/2026	Brandon White	Vendor	Outstanding	$673.08
17193	7/9/2026	Keely Spain	Vendor	Outstanding	$1,918.28
17194	7/9/2026	Addalyn Alford	Vendor	Outstanding	$523.25
17195	7/9/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$12.36
17196	7/9/2026	Madelyn Arndt	Vendor	Outstanding	$555.75
17197	7/9/2026	Bell Family Farm	Vendor	Outstanding	$544.60
17198	7/9/2026	Addison Bonds	Vendor	Outstanding	$456.00
17199	7/9/2026	Justin Bruketta	Vendor	Outstanding	$162.00
17200	7/9/2026	Anna Bunton	Vendor	Outstanding	$351.00
17201	7/9/2026	Antonio Burns	Vendor	Outstanding	$595.00
17202	7/9/2026	Carter Butler	Vendor	Outstanding	$243.00
17203	7/9/2026	Mallyah Cliff	Vendor	Outstanding	$451.75
17204	7/9/2026	Kylie Coffman	Vendor	Outstanding	$666.00
17205	7/9/2026	Baylee Coleman	Vendor	Outstanding	$523.25
17206	7/9/2026	Cowan Blackberry Farm	Vendor	Outstanding	$625.00
17207	7/9/2026	Hartlee Fuller	Vendor	Outstanding	$243.00
17208	7/9/2026	Kelsie Hernandez	Vendor	Outstanding	$426.00
17209	7/9/2026	Camarion Herron	Vendor	Outstanding	$501.00
17210	7/9/2026	Kaylee Johnson	Vendor	Outstanding	$494.00
17211	7/9/2026	Declan Lawson	Vendor	Outstanding	$144.00
17212	7/9/2026	Preston Lee	Vendor	Outstanding	$336.00
17213	7/9/2026	Samantha Lockard	Vendor	Outstanding	$21.85
17214	7/9/2026	Sherlyn Ramirez	Vendor	Outstanding	$182.00
17215	7/9/2026	Oaklee Reuter	Vendor	Outstanding	$234.00
17216	7/9/2026	Lydia Schaefer	Vendor	Outstanding	$384.00
17217	7/9/2026	Ron Schoonover	Vendor	Outstanding	$672.00
17218	7/9/2026	Kobe Scott	Vendor	Outstanding	$602.00

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

Number	Date	Description	Check Type	Status	
17219	7/9/2026	State Systems, Inc.	Vendor	Outstanding	$1,080.00
17220	7/9/2026	TSSD General Purpose	Vendor	Outstanding	$3,666.00
17221	7/9/2026	Volco	Vendor	Outstanding	$101.12
17222	7/9/2026	Mika Vowell	Vendor	Outstanding	$616.00
17223	7/9/2026	Susanna Walters	Vendor	Outstanding	$489.00
17224	7/9/2026	Emma Wills	Vendor	Outstanding	$441.00
17225	7/15/2026	American Cancer Society Gibson Co	Vendor	Outstanding	$6.03
17226	7/15/2026	Gibson Co Imagination Library	Vendor	Outstanding	$0.03
17227	7/15/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$5.54
17228	7/15/2026	TASC	Vendor	Outstanding	$0.41
17229	7/15/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	$0.52
17230	7/15/2026	TSA Consulting Group, Inc.	Vendor	Outstanding	$75.69
17231	7/15/2026	TSSD Concord	Vendor	Outstanding	$1,263.32
17232	7/15/2026	TSSD General Fund Payroll	Vendor	Outstanding	$27,727.79
17233	7/15/2026	TSSD General Purpose	Vendor	Outstanding	$2,182.71
17234	7/15/2026	TSSD Teacher Insurance System	Vendor	Outstanding	$1,095.73
17235	7/15/2026	USABLE LIFE	Vendor	Outstanding	$55.34
17236	7/15/2026	Usable Life - Premium Billing	Vendor	Outstanding	$64.63
17238	7/16/2026	Bell Family Farm	Vendor	Outstanding	$600.00
17239	7/16/2026	Emmie Hoppers	Vendor	Outstanding	$60.00
17240	7/16/2026	Ron Schoonover	Vendor	Outstanding	$400.00
17241	7/16/2026	Sterno LLC	Vendor	Outstanding	$5,827.82
17242	7/24/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$921.64
17243	7/24/2026	Bell Family Farm	Vendor	Outstanding	$720.00
17244	7/24/2026	Addison Bonds	Vendor	Outstanding	$486.00
17245	7/24/2026	Justin Bruketta	Vendor	Outstanding	$516.00
17246	7/24/2026	Antonio Burns	Vendor	Outstanding	$672.00
17247	7/24/2026	Carolyn White	Vendor	Outstanding	$60.00

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

Number	Date	Description	Check Type	Status	
17248	7/24/2026	Maliyah Cliff	Vendor	Outstanding	$549.25
17249	7/24/2026	Kylie Coffman	Vendor	Outstanding	$147.00
17250	7/24/2026	Kelsie Hernandez	Vendor	Outstanding	$270.00
17251	7/24/2026	Camarion Herron	Vendor	Outstanding	$555.00
17252	7/24/2026	Hiland Dairy Foods Company LLC	Vendor	Outstanding	$7,887.02
17253	7/24/2026	Kaylee Johnson	Vendor	Outstanding	$533.00
17254	7/24/2026	Preston Lee	Vendor	Outstanding	$504.00
17255	7/24/2026	Mccartney Produce Company, Inc.	Vendor	Outstanding	$22,696.14
17256	7/24/2026	Monograms & More	Vendor	Outstanding	$876.00
17257	7/24/2026	Kobe Scott	Vendor	Outstanding	$598.50
17258	7/24/2026	Uline	Vendor	Outstanding	$1,549.21
17259	7/24/2026	Mika Vowell	Vendor	Outstanding	$581.00
17260	7/28/2026	Audrey Sherrick	Vendor	Outstanding	$49.38
17261	7/28/2026	Justin Bruketta	Vendor	Outstanding	$195.00
17262	7/28/2026	Antonio Burns	Vendor	Outstanding	$304.50
17263	7/28/2026	Maliyah Cliff	Vendor	Outstanding	$214.50
17264	7/28/2026	Kylie Coffman	Vendor	Outstanding	$301.00
17265	7/28/2026	Camarion Herron	Vendor	Outstanding	$237.00
17266	7/28/2026	Kobe Scott	Vendor	Outstanding	$77.00
17267	7/28/2026	Keely Spain	Vendor	Outstanding	$1,346.16
17268	7/28/2026	TSSD General Purpose	Vendor	Outstanding	$69.78
17269	7/28/2026	Mika Vowell	Vendor	Outstanding	$35.00
17270	7/31/2026	Bell Family Farm	Vendor	Outstanding	$520.00
17271	7/31/2026	Lisa Seiber Garland	Vendor	Outstanding	$98.60
17272	7/31/2026	Peggy L. Davis	Vendor	Outstanding	$49.38
17273	7/31/2026	Janet Mann Roach	Vendor	Outstanding	$24.69
17274	7/31/2026	Keely Spain	Vendor	Outstanding	$1,029.00
17275	7/31/2026	Jennifer Winberry	Vendor	Outstanding	$53.49

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

Number	Date	Description	Check Type	Status

Totals for Vendor

Number of Checks:	83
Total Checks:	$103,045.09
Reconciled Checks:	$0.00
Outstanding Checks:	$103,045.09
Void Checks:	$0.00

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

Totals for 143- -11130

Number of Checks:	83
Total Checks:	$103,045.09
Reconciled Checks:	$0.00
Outstanding Checks:	$103,045.09
Void Checks:	$0.00

Bank Account: Regions Bank Checking Gen Purpose 141 Account Number:

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58066	7/1/2026	TSSD Cafeteria	Vendor	Outstanding	$90,163.38
58067	7/1/2026	Abbott Services LLC	Vendor	Outstanding	$3,000.00
58068	7/1/2026	Local Government Corp	Vendor	Outstanding	$25,240.55
58069	7/1/2026	Tn Risk Management Trust	Vendor	Outstanding	$221,712.00
58070	7/9/2026	TSSD Federal Projects	Vendor	Outstanding	$21,684.92
58071	7/9/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$195.25
58072	7/9/2026	Blue Tree Apps	Vendor	Outstanding	$6,205.00
58073	7/9/2026	Cdw Government, Inc	Vendor	Outstanding	$256.00
58074	7/9/2026	City Of Trenton	Vendor	Outstanding	$1,000.00
58075	7/9/2026	ClassLink, Inc.	Vendor	Outstanding	$5,186.15
58076	7/9/2026	Cook's Pest Control, Inc	Vendor	Outstanding	$496.00
58077	7/9/2026	Gopher	Vendor	Outstanding	$238.46
58078	7/9/2026	Grade Results, Inc.	Vendor	Outstanding	$12,825.00
58079	7/9/2026	Grainger	Vendor	Outstanding	$270.93
58080	7/9/2026	Greater Gibson Co. Chamber Com	Vendor	Outstanding	$300.00
58081	7/9/2026	Kaplan Early Learning Company	Vendor	Outstanding	$1,749.75
58082	7/9/2026	Navigate360	Vendor	Outstanding	$2,717.44
58083	7/9/2026	Pathway2Careers	Vendor	Outstanding	$14,725.00
58084	7/9/2026	Peabody High School General Fund	Vendor	Outstanding	$700.00
58085	7/9/2026	Quill Corporation	Vendor	Outstanding	$61.48
58086	7/9/2026	R J Young Company	Vendor	Outstanding	$343.20
58087	7/9/2026	Ron Clark Academy	Vendor	Outstanding	$3,482.69
58088	7/9/2026	Sanorbix, LLC	Vendor	Outstanding	$4,693.00
58089	7/9/2026	Schoolstation	Vendor	Outstanding	$1,980.00
58090	7/9/2026	SchoolStatus	Vendor	Outstanding	$2,552.00
58091	7/9/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$38.05
58092	7/9/2026	Tennessee Bureau of Investigation	Vendor	Outstanding	$500.00

Bank Account: Regions Bank Checking Gen Purpose 141 Account Number:

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
58093	7/9/2026	Tn School Board Association	Vendor	Outstanding	$4,254.00
58094	7/9/2026	Tn School Systems For Equity	Vendor	Outstanding	$1,814.00
58095	7/9/2026	Trafera, LLC	Vendor	Outstanding	$2,869.00
58096	7/9/2026	Trenton Gazette	Vendor	Outstanding	$210.00
58097	7/9/2026	Trenton Light & Water Depts.	Vendor	Outstanding	$43,413.50
58098	7/9/2026	Trenton Rotary Club	Vendor	Outstanding	$133.00
58099	7/9/2026	TSSD Cafeteria	Vendor	Outstanding	$375.00
58100	7/9/2026	TSSD Federal Projects	Vendor	Void	$57.18
58101	7/9/2026	TSSD Gibson Co Bus Garage	Vendor	Outstanding	$5,000.00
58102	7/9/2026	Karla Valle	Vendor	Outstanding	$120.00
58103	7/9/2026	Alana Vandiver	Vendor	Outstanding	$37.15
58104	7/9/2026	Volunteer Technology Systems, Llc	Vendor	Outstanding	$2,160.00
58105	7/9/2026	Waco's Body Shop	Vendor	Outstanding	$2,186.64
58106	7/10/2026	TSSD Federal Projects	Vendor	Outstanding	$19,463.18
58107	7/10/2026	Abbott Services LLC	Vendor	Outstanding	$2,150.00
58108	7/10/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$987.57
58109	7/10/2026	Toss	Vendor	Outstanding	$2,146.00
58110	7/10/2026	Transition Curriculum Inc.	Vendor	Outstanding	$3,000.00
58111	7/10/2026	TSSD Federal Projects	Vendor	Outstanding	$11.55
58112	7/10/2026	Karla Valle	Vendor	Outstanding	$120.00
58113	7/13/2026	TAAE	Vendor	Outstanding	$670.00
58114	7/14/2026	TSSD Federal Projects	Vendor	Outstanding	$10,000.00
58115	7/15/2026	Ace Building Center	Vendor	Outstanding	$27.77
58116	7/15/2026	Adrian King	Vendor	Outstanding	$800.00
58117	7/15/2026	AIMS	Vendor	Outstanding	$1,873.00
58118	7/15/2026	Airgas USA, LLC	Vendor	Outstanding	$31.20
58119	7/15/2026	Amazon Capital Services, Inc.	Vendor	Void	$2,660.90
58120	7/15/2026	ATA CPAs + Advisors PLLC	Vendor	Outstanding	$8,250.00

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

Number	Date	Description	Check Type	Status	
58121	7/15/2026	David Bruketta	Vendor	Outstanding	$152.00
58122	7/15/2026	Curriculum Associates LLC	Vendor	Outstanding	$19,487.00
58123	7/15/2026	Gibson Connect	Vendor	Outstanding	$1,117.40
58124	7/15/2026	Ariel Hamilton-Bassett	Vendor	Outstanding	$2,350.00
58125	7/15/2026	J D Distributors, Inc	Vendor	Outstanding	$242.72
58126	7/15/2026	Jana Spencer	Vendor	Outstanding	$37.15
58127	7/15/2026	Jd Distributors	Vendor	Outstanding	$18.98
58128	7/15/2026	Jon Michael Lee	Vendor	Outstanding	$152.00
58129	7/15/2026	Carrie E Mercer	Vendor	Outstanding	$37.15
58130	7/15/2026	Premier Family Medicine	Vendor	Outstanding	$250.00
58131	7/15/2026	Sam's Club/Synchrony Bank	Vendor	Outstanding	$395.00
58132	7/15/2026	Austin Smith	Vendor	Outstanding	$152.00
58133	7/15/2026	Stacey Mayberry	Vendor	Outstanding	$37.15
58134	7/15/2026	Tennessee Book Company LLC	Vendor	Outstanding	$16,512.00
58135	7/15/2026	Wal-Mart Capital One	Vendor	Outstanding	$109.98
58136	7/15/2026	Mercedes Elisabeth Wright	Vendor	Outstanding	$1,500.00
58137	7/15/2026	Sebastian Wright	Vendor	Outstanding	$1,600.00
58138	7/15/2026	AFLAC	Vendor	Outstanding	$40.41
58139	7/15/2026	American Cancer Society Gibson Co	Vendor	Outstanding	$0.50
58140	7/15/2026	Centennial Bank	Vendor	Outstanding	$609,288.23
58141	7/15/2026	Gibson Co Imagination Library	Vendor	Outstanding	$21.94
58142	7/15/2026	Peabody High School General Fund	Vendor	Outstanding	$25.00
58143	7/15/2026	Superior Vision Services, Inc.	Vendor	Outstanding	$174.85
58144	7/15/2026	TASC	Vendor	Outstanding	$930.67
58145	7/15/2026	Trustmark Voluntary Benefits	Vendor	Outstanding	$191.67
58146	7/15/2026	TSA Consulting Group, Inc.	Vendor	Outstanding	$928.33
58147	7/15/2026	TSSD Cell Phones	Vendor	Outstanding	$5.00
58148	7/15/2026	TSSD Teacher Insurance System	Vendor	Outstanding	$19,077.03

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

Number	Date	Description	Check Type	Status	
58149	7/15/2026	USABLE LIFE	Vendor	Outstanding	$936.00
58150	7/15/2026	Usable Life - Premium Billing	Vendor	Outstanding	$626.00
58151	7/15/2026	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	$218.10
58153	7/16/2026	Ace Building Center	Vendor	Outstanding	$40.96
58154	7/16/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$2,762.11
58155	7/16/2026	American Paper & Twine Co.	Vendor	Outstanding	$6,800.00
58156	7/16/2026	Layla Allyson Coffman	Vendor	Outstanding	$800.00
58157	7/16/2026	Jd Distributors	Vendor	Outstanding	$728.35
58158	7/16/2026	TSSD Federal Projects	Vendor	Outstanding	$36,048.02
58159	7/17/2026	TSSD Federal Projects	Vendor	Outstanding	$87,266.24
58160	7/20/2026	Caitlin Ph?ps	Vendor	Outstanding	$2,819.00
58161	7/23/2026	Ace Building Center	Vendor	Outstanding	$210.03
58162	7/23/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$4,124.65
58163	7/23/2026	American Paper & Twine Co.	Vendor	Outstanding	$1,700.00
58164	7/23/2026	Dolly Johnson	Vendor	Outstanding	$37.15
58165	7/23/2026	Electric Motor Rebuilders, Inc	Vendor	Outstanding	$336.88
58166	7/23/2026	Follett Software LLC	Vendor	Outstanding	$4,837.47
58167	7/23/2026	Gibson Co Utility Dist	Vendor	Outstanding	$1,190.33
58168	7/23/2026	Gimkit	Vendor	Outstanding	$1,000.00
58169	7/23/2026	Hudl, Inc.	Vendor	Outstanding	$7,000.00
58170	7/23/2026	Instructure	Vendor	Outstanding	$30,608.00
58171	7/23/2026	Jackson Sun	Vendor	Outstanding	$293.02
58172	7/23/2026	Jd Distributors	Vendor	Outstanding	$1,166.76
58173	7/23/2026	Levata US LLC	Vendor	Outstanding	$283.02
58174	7/23/2026	Northwest TN CTE Director Study Council	Vendor	Outstanding	$100.00
58175	7/23/2026	Pitney Bowes Inc.	Vendor	Outstanding	$112.87
58176	7/23/2026	Project Read	Vendor	Outstanding	$1,500.00
58177	7/23/2026	Quizizz Inc., dba Wayground	Vendor	Outstanding	$4,102.20

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

Number	Date	Description	Check Type	Status	
58178	7/23/2026	R J Young Company	Vendor	Outstanding	$607.00
58179	7/23/2026	TDCTE	Vendor	Outstanding	$100.00
58180	7/23/2026	TETA	Vendor	Outstanding	$550.00
58181	7/23/2026	Trenton Light & Water Depts.	Vendor	Outstanding	$1,171.03
58182	7/23/2026	TSPMA	Vendor	Outstanding	$475.00
58183	7/23/2026	TSSD General Purpose	Vendor	Outstanding	$1,450.00
58184	7/23/2026	TSSD Gibson Co Bus Garage	Vendor	Outstanding	$20,000.00
58185	7/23/2026	Karla Valle	Vendor	Outstanding	$120.00
58186	7/27/2026	TSSD Cafeteria	Vendor	Outstanding	$165,037.32
58187	7/27/2026	A All Pro Carpet Cleaning	Vendor	Outstanding	$768.00
58188	7/28/2026	Ace Building Center	Vendor	Outstanding	$463.77
58189	7/28/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$1,298.58
58190	7/28/2026	Brooke Piercy	Vendor	Outstanding	$37.15
58191	7/28/2026	Gibson Co Government	Vendor	Outstanding	$3,186.66
58192	7/28/2026	Gourmet Your Way Catering Company	Vendor	Outstanding	$6,187.85
58193	7/28/2026	Greater Gibson Co. Chamber Com	Vendor	Outstanding	$100.00
58194	7/28/2026	RJ Wells LLC	Vendor	Outstanding	$53,570.00
58195	7/28/2026	Trenton Light & Water Depts.	Vendor	Outstanding	$3,963.20
58196	7/28/2026	Karla Valle	Vendor	Outstanding	$120.00
58197	7/28/2026	Verizon	Vendor	Outstanding	$716.58
58198	7/28/2026	Wal-Mart TreviPay	Vendor	Outstanding	$197.48
58199	7/28/2026	Ace Building Center	Vendor	Outstanding	$84.29
58200	7/28/2026	Amazon Capital Services, Inc.	Vendor	Outstanding	$532.04
58201	7/28/2026	Trenton Light & Water Depts.	Vendor	Outstanding	$45,176.17
58202	7/28/2026	TSSD Federal Projects	Vendor	Outstanding	$45.63
58203	7/28/2026	Wal-Mart TreviPay	Vendor	Outstanding	$201.87

Bank Account: Regions Bank Checking Gen Purpose 141 Account Number: [illegible]
GL Account: 141- -11130

Number	Date	Description	Check Type	Status

Totals for Vendor

Number of Checks:	137
Total Checks:	$1,715,777.83
Reconciled Checks:	$0.00
Outstanding Checks:	$1,713,059.75
Void Checks:	$2,718.08

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

Totals for 141- -11130

Number of Checks:	137
Total Checks:	$1,715,777.83
Reconciled Checks:	$0.00
Outstanding Checks:	$1,713,059.75
Void Checks:	$2,718.08

Bank Account: Regions Bank Checking Gen Purpose 141 Account Number:

Grand Totals

Number of Checks:	290
Total Checks:	$1,935,474.28
Reconciled Checks:	$0.00
Outstanding Checks:	$1,932,756.20
Void Checks:	$2,718.08

Trenton Elementary School

Balance Sheet Report
Through 07/31/2026

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	98,080.68	28,767.16	0.00	126,847.84
	Total Assets	**$98,080.68**	**$28,767.16**	**$0.00**	**$126,847.84**
Liabilities					
91	General fund balance	-101,758.78	0.00	0.00	-101,758.78
	Total Liabilities	**$-101,758.78**	**$0.00**	**$0.00**	**$-101,758.78**
Revenues					
320	Interest	-44.40	0.00	0.00	-44.40
327	Student Incentive	-21.90	0.00	0.00	-21.90
	Total Revenues	**$-66.30**	**$0.00**	**$0.00**	**$-66.30**
Expenditures					
418	General Supplies	60.00	0.00	0.00	60.00
421	Instructional Supplies	3,124.40	0.00	0.00	3,124.40
429	Copy Machines	560.00	0.00	0.00	560.00
	Total Expenditures	**$3,744.40**	**$0.00**	**$0.00**	**$3,744.40**
Restricted Accounts					
804	Library	0.00	-12,861.66	0.00	-12,861.66
810	Fourth Grade Field Trips	0.00	-21.01	0.00	-21.01
811	Fine Arts	0.00	-826.16	0.00	-826.16
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
816	Physical Education	0.00	-1,305.17	0.00	-1,305.17
817	Guidance	0.00	-18.36	0.00	-18.36
819	Yearbook	0.00	-10,249.34	0.00	-10,249.34
822	Second Grade Field Trips	0.00	-209.50	0.00	-209.50
823	Third Grade Field Trips	0.00	-44.01	0.00	-44.01
827	Basketball	0.00	-991.10	0.00	-991.10
830	PreK SPED	0.00	-94.02	0.00	-94.02
831	Chrome Book Fees	0.00	-44.00	0.00	-44.00
835	STEM	0.00	-0.29	0.00	-0.29
	Total Restricted Accounts	**$0.00**	**$-28,767.16**	**$0.00**	**$-28,767.16**
	Grand Totals :	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Trenton Rosenwald Middle School

Balance Sheet Report
Through 07/31/2026

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	-12,756.80	61,435.63	0.00	48,678.83
21	CD#403819 - Security Bank	171.87	10,511.23	0.00	10,683.10
	Total Assets	**$-12,584.93**	**$71,946.86**	**$0.00**	**$59,361.93**
Liabilities					
91	General fund balance	11,116.44	0.00	0.00	11,116.44
	Total Liabilities	**$11,116.44**	**$0.00**	**$0.00**	**$11,116.44**
Revenues					
320	Interest	-16.79	0.00	0.00	-16.79
	Total Revenues	**$-16.79**	**$0.00**	**$0.00**	**$-16.79**
Expenditures					
412	Office Supplies	165.75	0.00	0.00	165.75
414	Equipment & Repairs	566.53	0.00	0.00	566.53
500	Miscellaneous	753.00	0.00	0.00	753.00
	Total Expenditures	**$1,485.28**	**$0.00**	**$0.00**	**$1,485.28**
Restricted Accounts					
510	Student Council	0.00	-39.72	0.00	-39.72
512	Book Damage Fees	0.00	-987.96	0.00	-987.96
555	FCA	0.00	-46.00	0.00	-46.00
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-12,755.59	0.00	-12,755.59
610	Library	0.00	-998.97	0.00	-998.97
611	Accelerated Reader	0.00	-1,661.19	0.00	-1,661.19
613	All Athletics Interest	0.00	-666.95	0.00	-666.95
614	Baseball	0.00	-3,015.87	0.00	-3,015.87
615	Basketball	0.00	-5,884.73	0.00	-5,884.73
616	Football	0.00	-1,658.12	0.00	-1,658.12
617	Soccer	0.00	-7,768.67	0.00	-7,768.67
618	Softball	0.00	-12,249.71	0.00	-12,249.71
619	Volleyball	0.00	-6,598.45	0.00	-6,598.45
801	Beta Club	0.00	-5,573.78	0.00	-5,573.78
802	STEM	0.00	-467.28	0.00	-467.28
803	Special Population	0.00	-263.23	0.00	-263.23
904	Band	0.00	-7,711.65	0.00	-7,711.65
906	Annual	0.00	-370.54	0.00	-370.54
909	Leigh Boyce Scholarship Fund	0.00	-3,220.20	0.00	-3,220.20
	Total Restricted Accounts	**$0.00**	**$-71,946.86**	**$0.00**	**$-71,946.86**
	Grand Totals :	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Peabody High School

Balance Sheet Report
Through 07/31/2026

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	43,493.97	251,942.76	0.00	295,436.73
	Total Assets	**$43,493.97**	**$251,942.76**	**$0.00**	**$295,436.73**
Liabilities					
91	General fund balance	-44,006.54	0.00	0.00	-44,006.54
	Total Liabilities	**$-44,006.54**	**$0.00**	**$0.00**	**$-44,006.54**
Revenues					
304.3	Pepsi Machine	-1,200.00	0.00	0.00	-1,200.00
307	Donations	-105.91	0.00	0.00	-105.91
355	Student Incentive	-645.02	0.00	0.00	-645.02
	Total Revenues	**$-1,950.93**	**$0.00**	**$0.00**	**$-1,950.93**
Expenditures					
411	Admin Supplies & Materials	177.22	0.00	0.00	177.22
420	Other Admin Expenditures	555.76	0.00	0.00	555.76
421	Instructional Supplies & Materials	79.98	0.00	0.00	79.98
426	Copy Machine	1,315.92	0.00	0.00	1,315.92
433	Safety & Security	334.62	0.00	0.00	334.62
	Total Expenditures	**$2,463.50**	**$0.00**	**$0.00**	**$2,463.50**
Restricted Accounts					
601	All Athletics	0.00	-32,044.41	0.00	-32,044.41
704	Class of 2030	0.00	-36.83	0.00	-36.83
705	Class Sign/Monument	0.00	-21,377.57	0.00	-21,377.57
801	Beta Club	0.00	-8,223.15	0.00	-8,223.15
802	FFA Club	0.00	-18,219.64	0.00	-18,219.64
803	Speech & Debate Club	0.00	-421.80	0.00	-421.80
813	History Club	0.00	-774.65	0.00	-774.65
814	Pep Club	0.00	-632.35	0.00	-632.35
821	Junior Rotary	0.00	-400.35	0.00	-400.35
822	HOSA	0.00	-53.87	0.00	-53.87
825	Girls & Boys State	0.00	-28,123.74	0.00	-28,123.74
827	Peabody Pals	0.00	-825.64	0.00	-825.64
828	STEM Club	0.00	-1,176.02	0.00	-1,176.02
829	21 Plus Club	0.00	-942.02	0.00	-942.02
831	Peabody Rock Ensemble	0.00	-215.67	0.00	-215.67
832	AP - Advance Placement	0.00	-2,117.55	0.00	-2,117.55
833	SAT Exam	0.00	-15.00	0.00	-15.00
834	Peabody Perk	0.00	-4,239.97	0.00	-4,239.97
840	Prom	0.00	-6,369.59	0.00	-6,369.59
841	Graduation	0.00	-1,803.82	0.00	-1,803.82
849	Altruismo	0.00	-3.00	0.00	-3.00
850	Onraka House	0.00	-192.16	0.00	-192.16
851	Homecoming	0.00	-755.65	0.00	-755.65
901	Library	0.00	-241.20	0.00	-241.20
902	Football Cheerleaders	0.00	-7,040.18	0.00	-7,040.18
903	School Annuals	0.00	-7,537.77	0.00	-7,537.77
904	Band	0.00	-15,579.36	0.00	-15,579.36
906	Student Council	0.00	-1,347.70	0.00	-1,347.70
907	Art	0.00	-1,080.89	0.00	-1,080.89

Peabody High School

Balance Sheet Report
Through 07/31/2026

		General	Restricted	Food Service	Total
915	Project Inspire	0.00	-16.15	0.00	-16.15
932	Football Donations	0.00	-10,273.12	0.00	-10,273.12
933	Girls Basketball Donations	0.00	-17,856.41	0.00	-17,856.41
934	Boys Basketball Donations	0.00	-11,763.28	0.00	-11,763.28
935	Baseball Donations	0.00	-6,272.62	0.00	-6,272.62
936	Golf Donations	0.00	-1,002.99	0.00	-1,002.99
938	Soccer Donations	0.00	-5,619.71	0.00	-5,619.71
939	Softball Donations	0.00	-5,690.89	0.00	-5,690.89
940	Tennis Donations	0.00	-1,054.53	0.00	-1,054.53
941	Volleyball Donations	0.00	-6,670.82	0.00	-6,670.82
942	Track & Field	0.00	-1,148.45	0.00	-1,148.45
950	Football Donation / Quarterback	0.00	-2,349.28	0.00	-2,349.28
951	Band Pit Crew	0.00	-2,510.92	0.00	-2,510.92
952	Basketball Cheerleaders	0.00	-4,253.61	0.00	-4,253.61
989	Band Uniforms	0.00	-13,668.43	0.00	-13,668.43
	Total Restricted Accounts	**$0.00**	**$-251,942.76**	**$0.00**	**$-251,942.76**
	Grand Totals :	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Budget Amendments
September 1, 2026

Innovative School Models (ISM)		**Decrease**	**Increase**
Vocational Educational Program		**Credit**	**Debit**
71300-730-955-010	Vocational Instruction Equipment	$9,996.59	
		9996.59	
Funds needed for Vocational Educational Program			
71100-429-955-010	Instructional Supplies & Materials		2000
71300-429-955-010	Software		4100
71300-471-955-010	Vocational Instructional Equipment - PHS		3896.59
			9996.59

Trenton Special Board of Education

Monitoring: **Review: Annually, in July**	Descriptor Term: **School Board Meetings**	Descriptor Code: **1.400**	Issued Date:
		Rescinds:	Issued:

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

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.[3]

REGULAR MEETINGS

Regular meetings of the Board shall be held on the first Tuesday of the month at 6:00 p.m. at one of the district locations.

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE[5]

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons subject to the following requirements:

1. A quorum of the Board shall be physically present at the meeting in order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);

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

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

Work-Related Absence

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

Sickness or Period of Convalescence

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

Inclement Weather or Natural Disaster

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

Family Emergency

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

Military Service

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(c)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2026, Chapter No. 852

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**School Board Meetings**	**1.400**	**07/25/23**
		Rescinds: **1.400**	Issued: **01/05/16**

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

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.[3]

REGULAR MEETINGS

Regular meetings of the Board shall be held on the first Tuesday of the month at 6:00 p.m. at one of the district locations.

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE[5]

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

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

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

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

Work-Related Absence

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

Sickness or Period of Convalescence

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

Inclement Weather or Natural Disaster

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

Family Emergency

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

Military Service

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

Legal References

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

Cross References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in July**	Descriptor Term: **Agendas**	Descriptor Code: **1.403**	Issued Date:
		Rescinds:	Issued:

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

For a regular board meeting, a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution on the school district website when it is distributed to the board members. The final agenda, together with supporting materials, shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition or deletion of items previously included on the agenda. The Board, however, shall 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.

For items to be considered on the agenda, they must be received in the Director of Schools' office by 12:00 noon seven (7) 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.

CONSENT AGENDA

While developing the agenda, the Chair and Director of Schools shall identify routine or noncontroversial 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 shall be adopted in a single vote without discussion.

TIMED AGENDA

The executive committee shall assign a sufficient amount of time for each item on the agenda.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals. In addition,

the annual agenda shall designate dates to review designated sections of the board policy manual and to evaluate progress of programs for student achievement.

Legal References	Cross References
1. Public Acts of 2026, Chapter No. 699	Duties of Officers 1.201 Executive Committee 1.301 Appearances Before the Board 1.404

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Agendas**	**1.403**	**01/05/16**
		Rescinds: **1.403**	Issued: **07/13/99**

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

For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. Agendas may be accessed through the district website. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall 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.

For items to be considered on the agenda, they must be requested in writing and received in the director of schools' office by 12:00 noon seven (7) 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.

CONSENT AGENDA

While developing the agenda, the Executive Committee 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 shall be adopted in a single vote without discussion.

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Applications**	**1.901**	Click here to enter a date.
		Rescinds:	Issued:

General

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall be in accordance with state law.[1]

APPLICATION PROCESS

A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. The Director of Schools/designee shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected.[2]

A sponsor seeking board approval of an initial charter school application shall complete the forms developed by the State Board of Education in coordination with the Tennessee Public Charter School Commission ("the Commission"). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.

Electronic copies of applications shall be submitted to the Board and the Commission on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $2,500.00. The Director of Schools/designee shall report each application received to the Commission no later than ten (10) days after receipt.[2]

The Board shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.[3]

REVIEW TEAM[1]

If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district and community members with relevant educational, organizational, financial, and legal experience. At the board meeting in December of each year, the Director of Schools/designee shall make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in January of each year. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The Board shall require the Director of Schools/designee to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

1. Evaluate all charter school applications based on the review criteria established by state law; and

2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.[4]

APPROVAL/DENIAL OF APPLICATION[5]

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education and the Commission.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board which shall be binding on the charter school's governing body. The charter school agreement shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars ($35,000), whichever is less.[6]

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.[7]

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be

provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.[8] The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.[9]

Denial

If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the application shall be deemed approved by state law.[5]

If the amended charter school application is denied, the Board shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public Charter School Commission.[10]

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b),(e)
3. TRR/MS 0520-14-01-.01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Applications**	**1.901**	**03/10/26**
		Rescinds: **1.901**	Issued: **07/22/25**

General

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall be in accordance with state law.[1]

DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.

The purposes of charter schools are to:

1) Improve learning for all students and close the achievement gap between high and low students;

2) Provide options for parents to meet educational needs of students in high priority schools;

3) Encourage the use of different and innovative teaching methods, and provide greater decision-making authority to schools and teachers in exchange for greater responsibility for student performance;

4) Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;

5) Create new professional opportunities for teachers; and

6) Afford parents substantial meaningful opportunities to participate in the education of their children.

APPLICATION PROCESS

A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. The Director of Schools/designee shall confirm receipt of the letter and provide the sponsor with current state and federal per pupil funding estimates within five (5) business days.[2]

A sponsor seeking board approval of an initial charter school application shall complete the forms developed by the State Board of Education in coordination with the Tennessee Public Charter School Commission ("the Commission"). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.

Electronic copies of applications shall be submitted to the Board and the Commission on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $2,500.00. The Director of Schools/designee shall report each completed initial application received to the Commission no later than ten (10) calendar days after receipt.[3]

REVIEW TEAM[1]

If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district and community members with relevant educational, organizational, financial, and legal experience. At the board meeting in December of each year, the Director of Schools/designee shall make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in January of each year. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The Board shall require the Director of Schools/designee to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

1. Evaluate all charter school applications based on the review criteria established by state law; and

2. Recommend one of the following options to the Board for each application: approve or reject.[4]

APPROVAL/DENIAL OF APPLICATION[5]

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be

deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education and the Commission no later than ten (10) calendar days after approval or denial. If an application is denied, the report shall also include the reasons for denial.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board which shall be binding on the charter school's governing body. The charter school agreement shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars ($35,000), whichever is less.[6]

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.[7]

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.[8] The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.[9]

Denial

If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the application shall be deemed approved by state law.[5]

If the amended charter school application is denied, the Board shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public Charter School Commission.[10]

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b)
3. TRR/MS 0520-14-01-.01(1)(d), (e)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d); TRR/MSS 0520-14-01-.01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Oversight**	**1.903**	Click here to enter a date.
		Rescinds:	Issued:

General

The Board shall oversee and annually evaluate charter schools to ensure they meet the performance standards and targets set forth in the charter school agreement.[1] The Board shall create a comprehensive performance, accountability, and compliance monitoring system based on the charter school agreement and communicate the results to each charter school. At a minimum, the monitoring system shall address academic, financial, and organizational performance standards as outlined in the charter school agreement and required by the State Board of Education.[1] The Board shall utilize the results when making renewal, revocation, and intervention decisions. Reports on charter school oversight shall be compiled by the Director of Pupil Services and published on the district's webpage at least annually.

The Board shall communicate with the charter schools in its portfolio as needed, including both the charter school leader and governing board, and provide timely notice of any material charter school agreement violations and performance deficiencies.

The Board shall articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

MONITORING SYSTEM

The Director of Schools/designee shall implement a performance and compliance monitoring system per the terms of the charter agreement. This information will be provided to the Board on an ongoing basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid in this, the Director of Schools/designee shall develop a reporting calendar that outlines when information required by state law shall be provided by the charter school.

SITE VISITS

A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site visit, including review of the documents and data, classroom observations, and interviews. These visits shall minimize administrative burdens and avoid operational interference.

The Board shall provide the charter school with a report that summarizes the outcome of the visit. The report shall provide an analysis of relevant data and include general recommendations, if applicable.[2]

CHARTER SCHOOL REPORTING

Charter schools shall provide the information required by the charter school agreement and state law to the Board. The Director of Schools/designee shall develop a reporting calendar that defines and communicates the process, methods, and timing of gathering and reporting data to the Board.[2]

By September 1st, the governing body of an approved charter school shall make a written report to the Board.[3] The annual report shall include:

1. A report on the progress of the charter school in achieving the goals outlined in the charter school agreement;

2. A financial statement disclosing the financial health of the charter school, including the costs of the administration, instruction, and other spending categories of the charter school; and

3. A detailed accounting, including the amounts and sources, of all funds received by the charter school, other than the funds received per state law.[4]

This reporting requirement shall begin in the year after the year in which the charter school begins operation.

Multiple charter schools overseen by a single governing board shall report their performance as separate, individual charter schools. Each charter school shall be independently accountable for its performance.

Each charter school governing body shall submit an annual audit of all accounts and records, to include internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.[5]

AUTHORIZER REPORTING AND REVIEW

By December 1st, the Board shall report to the State Board of Education detailing the authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.[6] By January 1st, the Board shall submit an annual authorizer report to the State Board of Education and make the report available on the district website.[7] The Director of Schools/designee shall prepare the reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); Public Acts of 2025, Chapter No. 275
7. TCA 49-13-120(c); Public Acts of 2025, Chapter No. 275

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Renewal**	**1.905**	
		Rescinds:	Issued:

ANNUAL NOTICE[1]

The Director of Schools/designee shall annually notify the charter school of whether the charter school is "on-track" or "off-track" for renewal. The status of each charter school shall be published in the annual authorizing report.

INTERIM REVIEW

The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year of a charter term in accordance with guidelines developed by the State Board of Education. As part of this process, the charter school shall submit a report on the progress of the school in achieving the goals and objectives set forth in the charter agreement.[2]

CUMULATIVE PERFORMACE REPORT

Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school that summarizes the school's performance record over the charter term and states the summative findings concerning the school's performance and prospects for renewal.[3]

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.[4] The Director of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission ("the Commission") within ten (10) days of receipt.[4]

The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school that submits a charter school renewal application.

The Board will make renewal decisions by February 1st in the year the charter school agreement expires.

RENEWAL CRITERIA[5]

The Board shall define and communicate with schools the criteria for renewal that is consistent with the charter agreement. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report.

Within ten (10) days of the Board voting by resolution on a renewal application, the Director of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Director of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:[1]

1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;

2. Has attained a school composite level of "above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and

3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the Director of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. Public Acts of 2026, Chapter No. 1012
2. TCA 49-13-121(k)
3. State Board of Education Policy 6.111
4. TCA 49-13-121(a)
5. TCA 49-13-121; State Board of Education Policy 6.111

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Revocation**	**1.906**	
		Rescinds:	Issued:

General

The Board shall revoke a charter school agreement if the charter school:[1]

1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;

2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;

3. Failed to meet generally accepted standards of fiscal management; or

4. Performed any of the acts that are conditions for non-approval of charter schools under state law.

NOTICE

The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the charter school agreement in writing at least thirty (30) days prior to the revocation.[2]

Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement, the Director of Schools/designee shall report the Board's decision to the Department of Education and Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide the charter school a copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an explanation of the right to appeal.[3]

REVOCATION DUE TO PRIORITY STATUS

The Board may revoke a charter school agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the close of the school year in which the charter school is identified as a priority school.[4]

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles. Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

PROCEDURES FOR CLOSURE

The Director of Schools/designee shall develop administrative procedures regarding charter school closures prior to the Board denying renewal or revoking a charter school agreement.[5] These procedures shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of students and student records, and disposition of school funds, property, and assets in accordance with state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(e)
3. State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275
4. TCA 49-13-122(a)
5. TCA 49-13-130

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Fiscal Management Goals**	**2.100**	
		Rescinds:	Issued:

The Board shall practice sound fiscal management which guarantees maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.[1]

In fiscal management, the Board shall achieve the following goals:

1. Engage in advance planning with the Director of Schools that incorporates community feedback;

2. Establish levels of funding which will provide quality education for the district's students; and

3. Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.[2]

~~3. To use the available techniques for budget development and management;~~

~~4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and~~

~~5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.~~

Legal References

1. *Internal School Funds Manual*, Section 3-1
2. Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments* (2026)

Cross References

School District Goals 1.700

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Fiscal Management Goals**	**2.100**	**07/13/99**
		Rescinds:	Issued:

General

The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools under its jurisdiction.[1]

In fiscal management, the Board seeks to achieve the following goals:

1. To engage in advance planning, with broad-based staff and community involvement;

2. To establish levels of funding which will provide quality education for the system's students;

3. To use the available techniques for budget development and management;

4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and

5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal Reference:

1. TCA 49-3-314 (c)(1); Tennessee Internal School Uniform Accounting Policy Manual; Section 4-19

Trenton Special Board of Education

Monitoring: **Review: Annually, in September**	Descriptor Term: **Annual Operating Budget**	Descriptor Code: **2.200**	Issued Date:
		Rescinds:	Issued:

General

All school district budgets are the operational plans stated in financial terms for the fiscal year beginning July 1st ending June 30th the following year. The Director of Schools is tasked with ensuring that the budget documents are presented in a clear and understandable manner. This may include providing narrative and visual tools that assist the public in understanding why the funds are needed and how they will be used.[2]

Central Office

BUDGET PREPARATION

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal shall be balanced, consistent with board policy and contract conditions, and include provisions for:

1. Programs to meet the needs of the entire student body;

2. Staffing arrangements adequate for proposed programs;

3. Maintenance of the district's equipment and facilities;

4. Efficiency and economy;[1]

Budget preparation shall be the responsibility of the Director of Schools. The Director of Schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff.

The Director of Schools and the Board Chair shall develop a budget preparation calendar no later than January 1st.[3] The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

Budget documents, including the proposed budget, financial reports, and spending details shall be made available for inspection by various interested citizens or groups in the office of the Director of Schools.

ADOPTION PROCEDURE

The Director of Schools shall file with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.[4] Within thirty (30) days of the beginning of each fiscal year, the Director of Schools shall submit to the Commissioner a complete and certified copy of its entire school budget for the school year that is signed by the Director of Schools.[5]

Beginning in 2027, the Director of Schools/designee shall annually provide the following to the Office of Research and Accountability in the office of the Comptroller of the Treasury by August 1:

1. A planning and budgetary report for the upcoming school year; and

2. An expenditure report for the immediately preceding school year.[6]

Legal References

1. *Internal School Funds Manual*, Section 4-35
2. Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments* (2026)
3. TCA 49-2-203(a)(9)
4. TCA 49-2-301(b)(1)(X); TRR/MS 0520-01-02-.13(2)(a)
5. Public Acts of 2026, Chapter No, 1012
6. Public Acts of 2026, Chapter No. 1007

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Annual Operating Budget**	**2.200**	**10/04/16**
		Rescinds: **2.200**	Issued: **11/04/08**

General

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

Central Office

PREPARATION PROCEDURES

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal should be balanced, consistent with board policy and contract conditions, to include provisions for:

- Programs to meet the needs of the entire student body;
- Staffing arrangements adequate for proposed programs;
- Maintenance of the district's equipment and facilities; and
- Efficiency and economy.[1]

Budget preparation shall be the responsibility of the director of schools. The director of schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

The director of schools and the chairman of the board shall develop a budget preparation calendar no later than January 1 of the current school year.[2] The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the director of schools.

BUDGET AMENDMENTS

Any additions or other changes to the budget must be approved by the Board.

The director of schools shall file with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.[3]

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. *See* TCA 49-2-203(a)(10)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)

Trenton Special Board of Education

Monitoring: **Review: Annually, in November**	Descriptor Term: **Instructional Program**	Descriptor Code: **4.100**	Issued Date:
		Rescinds:	Issued:

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.[1]

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[2]

Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.[3]

GOALS

The Board approves the following instructional goals for students:

1. To develop the skills necessary to function as a self-directed person;
2. To know the principles involved in making moral and ethical choices;
3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem solving;
4. To develop a positive attitude toward the lifelong endeavor of learning;
5. To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
6. To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
7. To learn to act in a responsible manner;
8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and
9. To learn to understand, respect, and interact with people of different cultures, generations, and races.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA § 49-50-1801; TCA § 49-50-1802

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Trenton Special Board of Education

Monitoring: **Review: Annually, in November**	Descriptor Term: **Instructional Program**	Descriptor Code: **4.100**	Issued Date: **07/22/25**
		Rescinds: **4.100**	Issued: **07/13/99**

General

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

GOALS

The Board approves the following instructional goals for students:

1. To develop the skills necessary to function as a self-directed person;
2. To know the principles involved in making moral and ethical choices;
3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem solving;
4. To develop a positive attitude toward the lifelong endeavor of learning;
5. To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
6. To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
7. To learn to act in a responsible manner;
8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and
9. To learn to understand, respect, and interact with people of different cultures, generations, and races.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2025, Chapter No. 293

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Trenton Special Board of Education

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

General

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

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

FAMILY LIFE INSTRUCTION

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

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;

3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;

4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;

5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;

6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, and internet crimes against children;

7. Provide instruction on the prevention of dating violence;

8. Encourage communication between parent(s)/guardian(s) and students;

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.[3]

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

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

TRAINING ON INSTRUCTION

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

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.[6]

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

REPORTING[2]

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

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304(a); TCA 49-6-1601(g)(2)
3. TCA 49-6-1304(c)
4. TCA 49-6-1304(d)
5. TCA 49-6-1304(b)
6. Public Acts of 2026, Chapter No. 744

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Family Life Education**	**4.213**	**07/23/24**
		Rescinds:	Issued:

General

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

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

FAMILY LIFE INSTRUCTION

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

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;

3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;

4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;

5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;

6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, human trafficking in which a victim is the child, and internet crimes against children;

7. Provide instruction on the prevention of dating violence;

8. Encourage communication between parent(s)/guardian(s) and students;

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.[3]

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

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

TRAINING ON INSTRUCTION

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

REPORTING[2]

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

Legal References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in November**	Descriptor Term: **Instructional Use of Digital Devices**	Descriptor Code: **4.215**	Issued Date:
		Rescinds:	Issued:

General[1]

In-person, teacher led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Director of Schools shall provide guidance to staff on appropriate use of technology for these grades. The Supervisor of Instruction, Michele Elliott, and IT Director, Jon Michael Lee, shall create a process for ensuring that digital instruction complies with this framework and state law.

SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Director shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

Legal References	Cross References
1. Public Acts of 2026, Chapter No. 808	Use of the Internet 4.406

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Extracurricular Activities**	**4.300**	Click here to enter a date.
		Rescinds:	Issued:

General

The following shall be adhered to:

1. The Board shall initially approve extracurricular activities at the district-level to ensure proper support and supervision.
2. Each student activity shall be under the guidance and direction of a staff member.
3. All extracurricular activities at the school level shall have the approval of the principal.
4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.
5. Secret organizations shall not be operated in any school.
6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.[1]
7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the Director of Schools.
9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.
10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.[2] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[3]

STUDENT CLUBS & ORGANIZATIONS[4]

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

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2026, Chapter No. 938
4. TCA 49-6-1031(b)

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Extracurricular Activities**	**4.300**	**07/25/23**
		Rescinds: **4.300**	Issued: **05/03/16**

General

The following shall be adhered to:

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

STUDENT CLUBS & ORGANIZATIONS[3]

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

Legal References

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

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Interscholastic Athletics**	**4.301**	Click here to enter a date.
		Rescinds:	Issued:

General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.[1]

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth".[2] Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.[3] The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

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

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

SCHEDULING CONFLICTS

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

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

SEVERE WEATHER[4]

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION[10]

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

VIRTUAL SCHOOL STUDENT PARTICIPATION[11]

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

PRIVATE SCHOOL STUDENT PARTICIPATION[12]

While students from private schools are permitted to try out for interscholastic athletics teams, this does not guarantee that they will make the team. As with all students, those from other schools shall only be admitted to the team subject to the independent decision of the coach or other relevant school official.

Public Schools with TSSAA or TMSSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two-hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);

- Satisfy the eligibility requirements established by TSSAA or TMSAA; and

- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA 49-6-310(a)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. TCA 49-16-216
12. Public Acts of 2026, Chapter No. 893

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Interscholastic Athletics**	**4.301**	**07/22/25**
		Rescinds: **4.301**	Issued: **07/23/24**

General

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

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

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

SCHEDULING CONFLICTS

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

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

SEVERE WEATHER[4]

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION[10]

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

VIRTUAL SCHOOL STUDENT PARTICIPATION[11]

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

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. Public Acts of 2025, Chapter No. 173

Cross References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Grading System**	Descriptor Code: **4.600**	Issued Date:
		Rescinds:	Issued:

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

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

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

GRADING SYSTEM[2]

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.[3] This grading system shall be uniform throughout the school district for each grade.

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

- Honors Courses – three (3) percentage points;

- Local and Statewide Dual Credit, Capstone Industry Certification Aligned– four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS[4]

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.[5]

Legal References

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H); Public Acts of 2026, Chapter No. 901
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-6-407(c)(2)
4. TCA 49-4-904, 905, 907
5. TCA 49-4-932(f)

Cross References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Grading System**	Descriptor Code: **4.600**	Issued Date: **10/01/24**
		Rescinds: **4.600**	Issued: **07/23/24**

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

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

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

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

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

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

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.[3] This grading system shall be uniform throughout the school district for each grade.

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

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

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

LOTTERY SCHOLARSHIPS[4]

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.[5]

Legal References

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. Public Acts of 2024, Chapter No. 1005
4. TCA 49-4-904, 905, 907
5. TCA 49-4-932(f)

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Promotion and Retention**	**4.603**	Click here to enter a date.
		Rescinds:	Issued:

General

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

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

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;[3]
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

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

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

VOLUNTARY RETENTION[5]

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

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

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

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS[6]

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

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

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

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

RETENTION[7]

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

Decision of Retention – General[9]

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

1. Adjustment to the current instructional strategies or materials;

2. Additional instructional time;

3. Individual tutoring;

4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or

5. Attendance or truancy interventions.

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

Decision of Retention – Third Grade[10]

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

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

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

    a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
    b. The student was previously retained in grades K-3;
    c. The student is retested before the next school year and scores proficient in ELA;
    d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;
    e. The student receives tutoring for the entirety of the next school year in accordance with state law;
    f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the

student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming; or

g. The student was administered a state-mandated assessment pursuant to TCA 49-1-616(d) as a third-grade student and the student demonstrates proficiency in ELA based on the student scoring within the fiftieth percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.[11]

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

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

Decision of Retention – Fourth Grade[10]

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

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and

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

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

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
    a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
    b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities[12]

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

APPEALS[8,13]

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

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

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.[7]

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(7)(f)
8. TRR/MS 0520-01-03-.16(7)(e)
9. TRR/MS 0520-01-03-.16(7)(g)
10. TRR/MS 0520-01-03-.16(8)
11. Public Acts of 2026, Chapter No. 1030

Cross References

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

12. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); TCA 49-6-3115(a)(3)
13. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Promotion and Retention**	**4.603**	**03/04/25**
		Rescinds: **4.603**	Issued: **07/23/24**

General

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

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

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;[3]
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

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

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

VOLUNTARY RETENTION[5]

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

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

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

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS[6]

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

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

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

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

RETENTION[7]

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

Decision of Retention – General[9]

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

1. Adjustment to the current instructional strategies or materials;

2. Additional instructional time;

3. Individual tutoring;

4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or

5. Attendance or truancy interventions.

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

Decision of Retention – Third Grade[10]

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

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

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

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

programming.

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

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

Decision of Retention – Fourth Grade[10]

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

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and

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

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

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
    a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
    b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities[11]

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

APPEALS[8,12]

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

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

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

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.[13]

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Graduation Requirements**	**4.605**	Click here to enter a date.
		Rescinds:	Issued:

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:[1]

1. Achieve the specified twenty-two (22) units of credit;

2. Take the required end-of-course exams;

3. Have satisfactory records of attendance and conduct;

4. Take the ACT or SAT prior to graduation;[2] and

5. Pass a United States civics test.[3]

If a middle school student successfully completes any of the State Board-required high school credits, as evidence by a passing grade in the course prior to grade nine (9), the student shall receive graduation credit for that coursework.[4]

SPECIAL EDUCATION STUDENTS[5]

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:[6]

1. Completed four (4) years of high school;

2. Made satisfactory progress on their IEP; and

3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:[1,5]

1. Completed at least four (4) years of high school;

2. Made satisfactory progress on their IEP;

3. Maintained satisfactory records of attendance and conduct;

4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and

5. Has two (2) years of paid or non-paid work experience.

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

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:[5]

1. Completed at least four (4) years of high school;

2. Participated in the high school alternate assessment;

3. Earned the prescribed twenty-two (22) credit minimum;

4. Made satisfactory progress on their IEP;

5. Maintained satisfactory records of attendance and conduct; and

6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

STUDENT LOAD

All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the Director of Schools and then to the Board.[7]

EARLY GRADUATION[8]

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

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

1. Earn the required seventeen (17) credits;

2. Achieve a benchmark score for each required end-of-course exam;

3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;

4. Meet the minimum ACT, SAT, or Classic Learning Test (CLT) benchmark score;

5. Obtain a qualifying benchmark score on a world language proficiency assessment; and

6. Complete at least two (2) types of the following courses:

    a. AP;
    b. IB;
    c. Dual enrollment; or
    d. Dual credit.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law, including reporting the total number of requests to graduate early to the TN Department of Education.[9]

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103
6. TCA 49-6-6005; State Board of Education Policy 2.103
7. TRR/MS 0520-01-03-.06(19)
8. TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2026, Chapter No. 912
9. Public Acts of 2026, Chapter No. 1040

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Trenton Special Board of Education

Monitoring: **Review: Annually, in December**	Descriptor Term: **Graduation Requirements**	Descriptor Code: **4.605**	Issued Date: **04/04/23**
		Rescinds: **4.605**	Issued: **10/02/19**

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:[1]

1. Achieve the specified twenty-two (22) units of credit;

2. Take the required end-of-course exams;

3. Have satisfactory records of attendance and conduct;

4. Take the ACT or SAT prior to graduation;[2] and

5. Pass a United States civics test.[3]

SPECIAL EDUCATION STUDENTS[4]

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

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

1. Completed four (4) years of high school;

2. Made satisfactory progress on their IEP; and

3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:[1,4]

1. Completed at least four (4) years of high school;

2. Made satisfactory progress on their IEP;

3. Maintained satisfactory records of attendance and conduct;

4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and

5. Has two (2) years of paid or non-paid work experience.

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

Alternate Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:[4]

1. Completed at least four (4) years of high school;

2. Participated in the high school alternate assessment;

3. Earned the prescribed twenty-two (22) credit minimum;

4. Made satisfactory progress on their IEP;

5. Maintained satisfactory records of attendance and conduct; and

6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.

STUDENT LOAD

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

EARLY GRADUATION[7]

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

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

1. Earn the required seventeen (17) credits;

2. Achieve a benchmark score for each required end-of-course exam;

3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;

4. Meet the minimum ACT or SAT benchmark score;

5. Obtain a qualifying benchmark score on a world language proficiency assessment; and

6. Complete at least two (2) types of the following courses:

    a. AP;
    b. IB;
    c. Dual enrollment; or
    d. Dual credit.

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

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06; 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
7. TCA 49-6-8103; State Board of Education Policy 2.103

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Trenton Special Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Equal Opportunity Employment**	Descriptor Code: **5.104**	Issued Date:
		Rescinds:	Issued:

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to:

- members of all races;
- all creeds;
- all colors;
- either sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth" unless otherwise required by federal law);
- all religions;
- individuals irrespective of age;
- all national origins;
- individuals with disabilities; and
- veteran status

with regard only for qualifications for the positions involved.[1]

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020); Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101

Cross References

Section 504 and ADA Grievance Procedures 1.802
Recruitment of Employees 5.105
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Equal Opportunity Employment**	**5.104**	**04/07/16**
		Rescinds: **5.104**	Issued: **07/13/99**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, genders, religions, ages, national origins, genetic information, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.[1]

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USC § 12101-12213; The Genetic Information Nondiscrimination Act of 2008, Pub. L. 110-233.

Cross References

Section 504 & ADA Grievance Procedures 1.802
Discrimination/Harassment 5.500
Complaints and Grievances 5.501

Trenton Special School District

Monitoring: **Review: Annually, in January**	Descriptor Term: **Application and Employment**	Descriptor Code: **5.106**	Issued Date:
		Rescinds:	Issued:

APPLICATION

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

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.[3]

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.[4]

Professional Employees

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

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;[6]
2. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;[7]
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;[8]
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;[9]
6. Who has not had their information verified using E-Verify;[10]

7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. Who does not receive a satisfactory background check.[11]

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;[8]
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;[7]
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;[7]
4. Who has not had their information verified using E-Verify;[10]
5. ~~Who has not complied with the Immigration Reform and Control Act of 1986;[11]~~

6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.[11]

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.[13] From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*; Public Acts of 2026, Chapter No. 772
11. TCA 49-5-413(a), (f)
12. TCA 49-5-406(b)

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Application and Employment**	**5.106**	**07/25/23**
		Rescinds: **5.106**	Issued: **10/11/18**

APPLICATION

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

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.[3]

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.[4]

Professional Employees

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

No person shall be employed:

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

6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.[10]

Support Employees

No person shall be employed:

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

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.[12] From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

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

Cross References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Separation Practices for Tenured Teachers**	Descriptor Code: **5.200**	Issued Date:
		Rescinds:	Issued:

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay if there is a pending investigation. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2,3]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[4]

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.[5]

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.[8]~~

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References

Cross References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511; 512; 513
5. TCA 49-5-508(a); TCA 49-5-411(b); Public Acts of 2026, Chapter No. 898
6. TCA 49-5-508(c)
7. TCA 49-5-706

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Tenured Teachers**	**5.200**	**06/16/26**
		Rescinds: **5.200**	Issued: **09/06/22**

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay if there is a pending investigation. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2,3]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[4]

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.[5]

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.[8]

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511; 512; 513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special School District

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Non-Tenured Teachers**	**5.201**	
		Rescinds:	Issued:

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[2]

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;

2. Call and subpoena witnesses;

3. Examine all witnesses; and

4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;

2. Send the record back if additional evidence is necessary; or

3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.[3] If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.[4]

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.[5] The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.[8]~~

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-409(b)(2)
5. TCA 49-5-508; TCA 49-5-411(b); Public Acts of 2026, Chapter No. 898
6. TCA 49-5-411(a)
7. TCA 49-5-706

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Non-Tenured Teachers**	**5.201**	**06/16/26**
		Rescinds: **5.201**	Issued: **09/06/22**

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION[1]

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS[2]

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[2]

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;

2. Call and subpoena witnesses;

3. Examine all witnesses; and

4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;

2. Send the record back if additional evidence is necessary; or

3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.[3] If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.[4]

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.[5] The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.[7]

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.[8]

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-409(b)(2)
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Trenton Special School District

Monitoring: **Review: Annually, in January**	Descriptor Term: **Sick Leave**	Descriptor Code: **5.302**	Issued Date:
		Rescinds:	Issued:

PROFESSIONAL PERSONNEL

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days.[1]

~~Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.[1]~~

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician’s certificate stating the reason for absence.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school district, provided that the Director of Schools of the district in which the accumulated leave was held provides notarized verification.[3]

SUPPORT PERSONNEL

~~Support personnel shall earn one (1) day of sick leave for each month an employee is employed.~~

Support personnel shall earn sick leave as outlined below. and these days shall accumulate for an unlimited number of days.

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Upon retirement, any unused leave will be reported to TCRS for service credit. If separation from employment is due to anything other than retirement, any unused leave will be paid at the current sick leave rate.

The immediate supervisor may require documentation from a physician stating the reason for absence.

BUS DRIVERS

Bus drivers earn one day of sick leave per month or ten (10) per year. Any unused sick leave is paid in June, at the employee's current daily rate.

SICK LEAVE BANK

The purpose of the sick leave bank is to provide sick leave to all employees[4] who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank.[5] Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.[6] Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.[7]

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.[7]

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness only) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.[8]

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year.[9] Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.[10]

Legal References

1. TCA 49-5-710(a)(1); Public Acts of 2026, Chapter No. 1022
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. TCA 49-5-808(j), (m)
9. TCA 49-5-806(d)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Sick Leave**	**5.302**	**06/16/26**
		Rescinds: **5.302**	Issued: **12/02/25**

PROFESSIONAL PERSONNEL

Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.[1]

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.[2]

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician’s certificate stating the reason for absence.

Documentation from a physician may be required in support of any claim for sick leave pay.

The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school district, provided that the Director of Schools of the district in which the accumulated leave was held provides notarized verification.[3]

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be forfeited.

The immediate supervisor may require documentation from a physician stating the reason for absence.

SICK LEAVE BANK

The purpose of the sick leave bank is to provide sick leave to all employees[4] who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank.[5] Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.[6] Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.[7]

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.[7]

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.[8]

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year.[9] Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.[10]

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. TCA 49-5-808(j), (m)
9. TCA 49-5-806(d)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Trenton Special Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Personal and Professional Leave**	Descriptor Code: **5.303**	Issued Date:
		Rescinds:	Issued:

Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.[1]

~~Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.~~
~~Certified employees shall earn personal and/or professional leave at the rate of one day for each half-year~~
~~employed for a total of two (2) days per year. Any personal andprofessional leave remaining unused at the end of a year shall be credited to sick leave.1~~

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.[2]

PERSONAL LEAVE

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:[3]

    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;

    b. If requested during any prior established student examination period;

    c. If requested on the day immediately preceding or following a holiday or vacation period;

    d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or

    e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

PROFESSIONAL LEAVE

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive, or county commission.[4]

LONGEVITY DAY

An additional day shall be granted to all certified personnel with at least ten (10) years' experience with the system or fifteen (15) years' experience overall.

Legal References

1. TCA 49-5-711(a); Public Acts of 2026, Chapter No. 1022; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Personal and Professional Leave**	**5.303**	**04/07/16**
		Rescinds: **5.303**	Issued: **07/13/99**

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.

Certified employees shall earn personal and/or professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.[1] An additional day shall be granted to all certified personnel with at least ten (10) years' experience with the system or fifteen (15) years' experience overall.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:[2]

    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;

    b. If requested during any prior established student examination period;

    c. If requested on the day immediately preceding or following a holiday or vacation period.

    d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the local board of education prior to the commencement of the school year; or

    e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.[3]

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence. In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)
3. TCA 49-5-205

Trenton Special Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Complaints and Grievances**	Descriptor Code: **5.501**	Issued Date:
		Rescinds:	Issued:

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the Director of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the Director of Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees shall notify any district complaint manager if they believe the Board, district employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following:[1,2,3]

1. Age Discrimination Employment Act;[1]

2. Title II of the Americans with Disabilities Act;[4]

3. Title IX of the Education Amendments of 1972;[5]

4. Section 504 of the Rehabilitation Act of 1973;[6] or

5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.[7,5]

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth" unless otherwise required by federal law.[8] The complaint manager may assist the employee in filing a grievance.

Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance of his/her findings with the Director of Schools. If a complaint contains allegations involving the Director of Schools, the written report shall be filed with the Board. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal

After receipt of the complaint manager's report, the Director of Schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall, within thirty (30) days from the date the appeal was received, review the report, affirm, overrule, or modify the decision, and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two (2) complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall make employees aware of each complaint manager's contact information.

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324
4. Americans with Disabilities Act, 42 USCA § 12101
5. Title IX of the Education Amendments, 20 USCA § 1681
6. Section 504 of the Rehabilitation Act, 29 USCA § 701
7. Title VII of Civil Rights Act, 42 USCA § 2000e

Cross References

Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

8. Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020)

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Complaints and Grievances**	**5.501**	**04/07/16**
		Rescinds: **5.501**	Issued: **07/13/99**

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of their decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees should notify any district complaint manger if they believe the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy including:[1,3,4]

1. Title II of the Americans with Disabilities Act[2]
2. Title IX of the Education Amendments of 1972[7]
3. Section 504 of the Rehabilitation Act of 1973[5]
4. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972[6,7]

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. *Filing a Complaint* — An employee who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. The complaint manager may assist the employee in filing a grievance.

2. *Investigation* — The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, of his or her findings with the director of schools. If a complaint of sexual harassment contains allegations involving the director of schools, the written report shall be filed with the Board. The director of schools shall keep the Board informed of all complaints.

3. *Decision and Appeal* — After receipt of the complaint manager's report, the director of schools shall render a written decision within five (5) days of the receipt of the report which shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding which shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a board hearing.

APPOINTING COMPLAINT MANAGERS

The director of schools shall appoint at least two complaint managers, one of each gender. The Federal Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers. *(see note)*

(***Note:*** *Title IX regulations require districts to identify the name, address and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary*.)

Legal References

1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.
2. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
3. Equal Pay Act, 29 U.S.C. § 206(d)
4. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
5. Rehabilitation Act, 29 U.S.C. § 791 et seq.
6. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.
7. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.

Cross References

Appeals To and Appearances Before the Board 1.404
Section 504 & ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500

Trenton Special Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Staff Rights & Responsibilities**	Descriptor Code: **5.600**	Issued Date:
		Rescinds:	Issued:

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

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.[1]

Educators have the right to:[2]

1. Be treated with civility and respect;

2. Have their professional judgment and discretion respected;

3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;

4. Provide students with a safe environment;

5. Defend themselves and their students from physical violence or harm;[3]

6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]

7. Review all instructional material or curriculum before being utilized by students;

8. Not be required to use his/her personal money to appropriately equip a classroom;

9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;[5] and

10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.[6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;

2. To adhere to the Teacher Code of Ethics, to the extent applicable;[7]

3. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;[8]

4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and members of the public;

6. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy, and administrative procedures; and

7. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001
8. Public Acts of 2026, Chapter No. 898

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Staff Rights & Responsibilities**	**5.600**	**07/25/23**
		Rescinds: **5.600**	Issued: **10/10/17**

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

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.[1]

Educators have the right to:[2]

1. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;[3]
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;[4]
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;[5] and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.[6]

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;

2. To adhere to the Teacher Code of Ethics, to the extent applicable;[7]

3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and members of the public;

5. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy, and administrative procedures; and

6. Wear appropriate dress for work according to local school rules.

Legal References

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

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Director of Schools Recruitment and Selection**	**5.801**	
		Rescinds:	Issued:

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.[1] The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of Director of Schools.[2]

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:[3]

1. Job description;

2. Timeline;

3. System for accepting and reviewing applications, including a process for handling public versus non-public material (Note: Per state law, records of all applicants are public unless candidates request their records be made private); and

4. Selection process which shall include, but not be limited to, the following:

    a. Candidates shall be interviewed by the Board in an executive session. All deliberation shall occur during public meetings.

    b. The Board shall attempt to select a Director of Schools by unanimous vote during a regular meeting, but only a majority vote of the membership of the Board shall be required for the appointment of a Director of Schools.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B); Public Acts of 2026, Chapter No. 1048

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Director of Schools Recruitment and Selection**	**5.801**	**02/09/21**
		Rescinds: **5.801**	Issued: **11/06/01**

When a vacancy occurs, the appointment of a director of schools is a function of the Board.[1] The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of director of schools.[2]

Prior to conducting a search to fill the position, the Board shall initially develop the following:[3]

- a job description
- a timeline
- a process for accepting and reviewing applications
- selection procedures which shall include, but not be limited to, the following:

1. The Board shall invite the community, including board employees, to participate in the process of selecting a director of schools by suggesting selection criteria, participating in sessions with and asking questions of the candidates and by attending board interviews with the candidates. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
3. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.
4. The Board will attempt to select a director by unanimous vote.

Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Goals**	**6.100**	
		Rescinds:	Issued:

In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, disabilities, or sex. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1]
2. To protect and observe the legal rights of students;
3. To educate students with respect and encouragement;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health, and welfare of students; and
7. To promote faithful attendance and diligent effort.

Legal References

1. 20 USCA § 1703; TCA 49-6-3109; Public Acts of 2026, Chapter No. 938

Cross References

School District Goals 1.700
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Goals**	**6.100**	**06/07/16**
		Rescinds: **6.100**	Issued: **07/13/99**

In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.[1]
2. To protect and observe the legal rights of students;
3. To educate students with respect and encouragement;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and diligent effort.

Legal References

1. 20 U.S.C. § 1703; TCA 49-6-3109

Cross References

School District Goals 1.700
Instructional Goals 4.100
Discrimination/Harassment 6.304

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance**	**6.200**	**09/06/22**
		Rescinds: **6.200**	Issued: **09/07/21**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:[1]

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.[2]

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:[4]

1. Personal illness/injury (maximum of 5 excused medical absences per school year; note must be submitted on the day the student returns);

2. Serious illness or death of immediate family member;

3. Extreme weather conditions;

4. Religious observances;[5]

5. Pregnancy;

6. School endorsed activities;

7. Summons, subpoena, or court order; or

8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:[6]

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day; signing out will only be excused when recommended by the school nurse or with a doctor's note

3. All student absences are verified;

4. Written excuses (parent notes) are submitted for absences and tardiness (only accepted if submitted the day upon returning to school; maximum of 5 will be accepted); and

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

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

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

Progressive Truancy Intervention Plan[8]

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but not limited to, the parent/guardian, or other person having control of the student receiving a letter or phone call from the school making them aware of the student's current absences. The letter/call will include a reminder of the compulsory attendance law and TSSD Board policy concerning attendance. If needed an attendance meeting will be scheduled and an attendance contract will be drafted for the student and parent to sign.

Tier II

Upon a student's accumulation of five (5) unexcused absences, the progressive truancy plan will include the following:

a.) A conference with the student and the parent/guardian, or other person having control of the student;
b.) A resulting attendance contract to be signed by the student, the parent/guardian, or other person having control of the student, and an attendance supervisor or designee. The contract shall include:
    1. A specific description of the school's attendance expectations for the student;
    2. The period for which the contract is in effect; and
    3. Penalties for additional absences and alleged school offenses, including additional disciplinary actions and potential referral to juvenile court;
c.) Follow up, which may be with the student, parent/guardian, or other person having control of the student. This may be via letter or phone call to discuss the student's progress.
d.) An individualized assessment by a school employee of the reasons a student has been absent from school; and
e.) If necessary, referral of the student to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

Tier III

This tier shall be implemented if the progressive truancy plan under Tier II are unsuccessful.

The progressive truancy plan shall be determined by a team formed at each school. The progressive truancy plan shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. If necessary, referral to juvenile court will be implemented.

MILITARY SERVICE OF PARENT/GUARDIAN[9]

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

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as

proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.[9]

MAKE-UP WORK

Students will be given two (2) days for make-up work for every day absent.

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.[10] If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION [2]

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

ATTENDANCE HEARING[11]

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

the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

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

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. TRR/MS 0520-01-02-.17(7)

Cross References

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

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Attendance**	**6.200**	**09/06/22**
		Rescinds: **6.200**	Issued: **09/07/21**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

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

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. TRR/MS 0520-01-02-.17(7)

Cross References

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

Trenton Special Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Home Schools**	Descriptor Code: **6.202**	Issued Date:
		Rescinds:	Issued:

General

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

A parent/guardian wishing to conduct a home school shall meet the following requirements:[2]

1. Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;

2. Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;

3. Maintain attendance records, subject to inspection by the Director of Schools;

4. Submit attendance records to the Director of Schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as required by state law;[3]

6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;[4]

7. Ensure the administration to home school students of appropriate tests approved by the State Board of Education or a standardized test selected by the parent-teacher that provides nationally normed analytics in English and math in grades five (5), seven (7), and nine (9);[5]

~~8. Take actions according to state law if home school student falls behind appropriate grade level;~~

9. Submit proof to the Director of Schools that other health services and examinations as required by state law have been received by the home school student; and

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

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

FACILITIES USE

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

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

RECORD ACCESS

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

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b), (c)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4)
5. TCA 49-6-3050(b)(5); Public Acts of 2026, Chapter No. 912

Cross References

Compulsory Attendance Ages 6.201

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Home Schools**	**6.202**	**07/25/23**
		Rescinds: **6.202**	Issued: **07/13/99**

General

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

A parent/guardian wishing to conduct a home school shall meet the following requirements:[2]

1. Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;

2. Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the parent-teacher;

3. Maintain attendance records, subject to inspection by the Director of Schools;

4. Submit attendance records to the Director of Schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as required by state law;[3]

6. Possess a high school diploma or a high school equivalency credential approved by the State Board of Education;[4]

7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);

8. Take actions according to state law if home school student falls behind appropriate grade level;

9. Submit proof to the Director of Schools that other health services and examinations as required by state law have been received by the home school student; and

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

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

FACILITIES USE

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

1. Special needs courses are being taught which require services unavailable to the home school student;

2. These services cannot be provided through any means other than the schools;

3. Requests for services are made known by the home school parent when notice is given to the Director of Schools of the intent to conduct a home school;

4. The Director of Schools investigates the request and makes recommendations to the Board;

5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school district shall be incurred; and

6. Approval by the Board shall be on a case-by-case basis.

RECORD ACCEESS

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

STUDENT PERFORMANCE[5]

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

Legal References

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

Cross References

Compulsory Attendance Ages 6.201

Trenton Special Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Student Assignments**	Descriptor Code: **6.205**	Issued Date:
		Rescinds:	Issued:

TO SCHOOLS

Students, including those in kindergarten, shall attend the school to which they are assigned.[1]

Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.[2]

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the district from another school district are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parent(s)/guardian(s) shall be kept advised.

The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent/guardian, and the perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.[3]

If an order of protection is issued to protect a student from another student enrolled in the same school, then the principal shall develop a student safety plan and implement it for the student who is named as the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date on which the school receives a copy of the order of protection. When reasonably practicable and appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as the petitioner shall provide input into the plan. The Director of Schools shall develop administrative procedures to implement this process.[4]

Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. TCA 49-6-3102(h), (i)
4. Public Acts of 2026, Chapter No. 862

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Trenton Special Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Student Assignments**	Descriptor Code: **6.205**	Issued Date: **06/30/15**
		Rescinds: **6.205**	Issued: **07/13/99**

TO SCHOOLS

Students, including those in kindergarten, shall attend the school to which they are assigned.[1]

Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.[2]

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.[3]

Legal References

1. TCA 49-6-3102-3103
2. TCA 49-6-3201
3. Public Acts of 2015, Chapter No. 286

Trenton Special Board of Education

Monitoring: **Review: Annually, in March**	Descriptor Term: **Rights and Responsibilities of Students**	Descriptor Code: **6.301**	Issued Date:
		Rescinds:	Issued:

The Board expects all employees, students, and parent(s)/guardian(s) to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1] and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to the Board's policies and the district's administrative procedures;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Legal References

1. 20 USCA § 1703; Public Acts of 2026, Chapter No. 938

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Rights and Responsibilities**	**6.301**	**07/13/99**
		Rescinds:	Issued:

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities[1]; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to: [2]

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Legal References:

1. 20 U.S.C. § 1703
2. TCA 49-6-3401

Click here to choose a school board.			
Monitoring: **Review: Annually, in March**	Descriptor Term: **Questioning Students and Searches**	Descriptor Code: **6.303**	Issued Date:
		Rescinds:	Issued:

QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.[1]

POLICE-INITIATED INTERROGATIONS

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

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.[2] All principal initiated searches shall be conducted by a school security officer, or a school administrator or school employee designated by the Director of Schools who has completed the state required orientation and training.[2,3] The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
    a. A particular student has violated school policy;
    b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;

c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.") as well as the nature of the alleged infraction;[4]

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

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

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search.[7]

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

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.[6]

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. TCA 49-6-4212; Public Acts of 2026, Chapter No. 1040
4. TCA 49-6-4205(b); Public Acts of 2026, Chapter No. 938
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)
7. TCA 49-6-4205(a)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Questioning Students and Searches**	**6.303**	**07/22/25**
		Rescinds: **6.303**	Issued: **02/09/21**

QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.[1]

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1. All the following standards of reasonableness must be met:
    a. A particular student has violated school policy;
    b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
    c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;

d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;[4]

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

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

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search[3]

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

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.[6]

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. Public Acts of 2025, Chapter No. 244
4. TCA 49-6-4205(b)
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	
		Rescinds:	Issued:

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

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

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.[3]

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

DEFINITIONS[4]

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Causing emotional distress to a student; or

4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.")[5], age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

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

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

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. [6]

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.[7]

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[8] The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.[9]

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

1. It places the student in reasonable fear or harm for the student's person or property;

2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[7] If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[7] Within the parameters of the federal Family Educational Rights and Privacy Act,[10] a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION[11]

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including dismissal or suspension. The employee may appeal this decision by contacting the Federal Rights Coordinator.

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.[12]

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.[13]

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.[14]

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.[15]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; TCA 49-50-1801
2. TCA 49-6-4503(b)(11); Public Acts of 2026, Chapter No. 1093
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. Public Acts of 2026, Chapter No. 938
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8);Public Acts of 2026, Chapter No. 1093
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	**07/22/25**
		Rescinds: **6.304**	Issued: **07/28/20**

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

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

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.[3]

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

DEFINITIONS[4]

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Causing emotional distress to a student; or

4. Creating a hostile educational environment.

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

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

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

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. [5]

COMPLAINTS AND INVESTIGATIONS

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

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

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

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

1. It places the student in reasonable fear or harm for the student's person or property;

2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or

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

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

RESPONSE AND PREVENTION[10]

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

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

REPORTS

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

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.[12]

RETALIATION AND FALSE ACCUSATIONS

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

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

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Title IX & Sexual Harassment**	**6.3041**	
		Rescinds:	Issued:

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth".[2] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[3] The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[4] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[4]

All employees shall receive training on complying with this policy and federal law.[5]

TITLE IX COORDINATOR[6]

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

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

Title: Lisa Bradford and Paul Pillow

Mailing address: 201 W 10th Street

Phone number: 855-1191

Email: lisa.bradford@trentonssd.org, paul.pillow@trentonssd.org

DEFINITIONS[5]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sex-based harassment" is conduct on the basis of sex that satisfies one or more of the following:[4]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[7] dating violence,[8] domestic violence,[9] or stalking[10] as defined in state and federal law.

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

1. Sexually suggestive remarks;

2. Verbal harassment or abuse;

3. Sexually suggestive pictures;

4. Sexually suggestive gesturing;

5. Harassing or sexually suggestive or offensive messages that are written or electronic;

6. Subtle or direct propositions for sexual favors; and

7. Touching of a sexual nature.

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

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

1. Counseling;

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;

2. Consider the complainant's wishes with respect to supportive measures;

3. Inform the complainant of the availability of supportive measures; and

4. Explain the process for filing a formal complaint.[11]

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

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.[12] If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.[13] The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.[14]

Complaints

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

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

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:[15]

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;

2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;

3. Inform the parties that they may have an advisor present during any subsequent meetings; and

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[16]

Investigations[17]

The Title IX Coordinators shall serve as the investigators and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[18]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten

(10) days to submit a written response which shall be taken into consideration in creating the final report.

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

Determination of Responsibility[20]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[21] The clear and convincing evidence standard shall be used in making this determination.[22]

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

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

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

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

APPEALS[23]

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

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

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and

2. Notify the parties in writing.

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

RETALIATION[24]

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

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Student Concerns 6.305
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Title IX & Sexual Harassment**	**6.3041**	**09/01/20**
		Rescinds: **6.3041**	Issued: **07/28/20**

General

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

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

TITLE IX COORDINATOR[5]

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

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

Title: Ms. Lisa Bradford and Shane Jacobs

Mailing address: 201 W 10th Street

Phone number: 855-1191

Email: lisa.bradford@trentonssd.org, shane.jacobs@trentonssd.org

DEFINITIONS[4]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:[3]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[6] dating violence,[7]domestic violence,[8] or stalking[9] as defined in state and federal law.

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

1. Sexually suggestive remarks;

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6. Subtle or direct propositions for sexual favors; and

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

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

1. Counseling;

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;

2. Consider the complainant's wishes with respect to supportive measures;

3. Inform the complainant of the availability of supportive measures; and

4. Explain the process for filing a formal complaint.[10]

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

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

Complaints

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

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

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

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;

2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;

3. Inform the parties that they may have an advisor present during any subsequent meetings; and

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[15]

Investigations[16]

The Title IX Coordinator shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[17]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

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

Determination of Responsibility[19]

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

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

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

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

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

APPEALS[22]

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

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

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and

2. Notify the parties in writing.

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

RETALIATION[23]

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to 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 39-17-315; 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
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Interference/Disruption of School Activities**	Descriptor Code: **6.306**	Issued Date: **11/06/01**
		Rescinds: **6.306**	Issued: **07/13/99**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.[1] This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.[2]

CLASSROOM EVACUATION

Some or all students may be removed from a classroom or instructional area due to violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.[3]

Parental Notification

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:[3]

1. The fact that a classroom evacuation occurred;

2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and

3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.[4] No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Recordkeeping

Each school shall maintain records of:

1. The date and time of the classroom evacuation;

2. The number of students evacuated;

3. The time and manner of parental notification; and

4. The staff member responsible for issuing parental notifications.

Legal References:

1. TCA 49-6-4102
2. TCA 49-6-3401

Trenton Special Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Interference/Disruption of School Activities**	Descriptor Code: **6.306**	Issued Date: **11/06/01**
		Rescinds: **6.306**	Issued: **07/13/99**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.[1] This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.[2]

Legal References:

1. TCA 49-6-4102
2. TCA 49-6-3401

Trenton Special Board of Education

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

STUDENT READMISSION TO DISTRICT[1]

The district may continue a disciplinary investigation of a student who withdraws from the district during the investigation. If the student later reenrolls in the district, then the disciplinary investigation and/or consequences shall resume.

STUDENT DISCSIPLINED IN ANOTHER DISTRICT

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

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension or expulsion from the former school district. The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.[2] Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

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

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school district.[3]

Legal References

1. Public Acts of 2026, Chapter No. 760
2. TCA 49-6-3051(a)
3. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Admission of Suspended or Expelled Students**	**6.318**	**07/23/24**
		Rescinds: **6.318**	Issued: **09/06/22**

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

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

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

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

Legal References

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

Cross References

School Admissions 6.203
Student Records 6.600

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Outside Applied Behavior Analysis Therapy**	**6.4053**	**draft**
		Rescinds:	Issued:

General

This policy applies to "private pay providers", which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.[1]

Private pay providers shall adhere to the memorandum of understanding ("MOU"), board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff, or visitors.

The Director of Schools shall develop administrative procedures to implement this policy.

IEP TEAM COORDINATION

Private pay providers shall coordinate with the student's IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

TERMINATION OF SERVICES

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, Amy Allen shall provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEALS PROCESS

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

Within five (5) days of the decision, the student, parent/guardian, principal, special education director, or assistant principal may appeal the decision of the panel to the Board. The board shall review the appeal and make a determination on the matter within ten (10) business days.

Legal References

1. Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Emergency Allergy Response Plan**	**6.412**	
		Rescinds:	Issued:

The Director of Schools shall develop and maintain an emergency allergy response plan that meets state guidelines for managing students with life-threatening allergies. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to, education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.[1]

Using the state food allergy guidelines plan as a guide, the Director of Schools shall also develop a process to identify all students with food allergies and develop and implement an individualized health care plan (IHCP) with an allergy action plan for each specific student.[2]

EPINEPHRINE[3]

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Director of Schools/designee is authorized to seek epinephrine through a prescription written to Trenton Special School District. Upon the issuance of the auto-injectors, the Director of Schools shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. TCA 49-50-1602(f)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* (Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90)
3. Public Acts of 2026, Chapter No. 947

Cross References

Medicines 6.405

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Students from Military Families**	**6.506**	
		Rescinds:	Issued:

General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.[1]

RELOCATION OF MILITARY SERVICE MEMBER[2]

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation. This documentation must be provided to the school district within one (1) calendar year from the date of enrollment.

~~Within 5 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.~~

If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an individualized family service plan, then the district shall take the necessary steps to ensure that services are in place when the student enrolls.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

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

REMAINING IN THE DISTRICT[4]

If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service member who relocates on military orders resulting in the student no longer residing in the school district due to relocation, the student shall have the option to remain enrolled in the same high school until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101; Public Acts of 2026, Chapter No. 834
3. TCA 49-6-3019
4. Public Acts of 2026, Chapter No. 834

Cross References

Attendance 6.200
School Admissions 6.203

Trenton Special Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Students from Military Families**	**6.506**	**02/09/21**
		Rescinds:	Issued:

General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.[1]

RELOCATION OF MILITARY SERVICE MEMBER[2]

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Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101
3. TCA 49-6-3019

Cross References

Attendance 6.200
School Admissions 6.203

September 1, 2026
New Budget Items

Student Support Services			
The Community Foundation Donation to Backpack Program			
Revenue		Debit	
44570-302	Contributions & Gifts	$1,500.00	
		$1,500.00	
Expenditures			Credit
72120-499-302	Other Supplies & Materials		$1,500.00
			$1,500.00
Other Student Support			
Donations from First Baptist Church - WMU - Donation to Student Emergency Fund			
Revenue		Debit	
44570-805-911	Contributions & Gifts	$45.00	
		$45.00	
Expenditures			Credit
72130-499-805-911	Other Supplies & Materials		$45.00
			$45.00