

# **Board of Education Regular Meeting**

August 20, 2024 5:00 PM

Central Office

## **I. Call to Order**

## **II. Pledge of Allegiance**

## **III. Roll Call**

## **IV. Approval of Agenda**

## **V. Special Items**

1. Individuals to Address the Board
2. Student Celebrations
3. Special Olympics Presentation
4. CTE Update

## **VI. Consent Agenda**

1. Approval of Minutes
2. Remove Board Policy 4.213, Family Life Education from TCS Board Policy Manual.
3. Sick Leave Bank Trustees
4. Surplus
5. 2024-2025 Consolidated Application for Federal Funding
6. 2024-2025 Additional Instructional and Club Fees
7. Band Booster Supplemental Pay
8. 2023-2024 Amended Nutrition Budget

## **VII. Unfinished Business**

1. Building and Grounds
  - a. Building and Grounds Report
2. Policy Updates
3. FY24 Budget Adjustments
4. FY25 Budget Adjustments

## **VIII. New Business**

1. Board Policy 1.501 Visitor Code of Conduct
2. Board Policy 4.214 Artificial Intelligence Enforcement Report
3. 2024-2025 Amended Board of Education Agenda Items by Month
4. Clyde Smith Jr. Leadership Award

## **IX. District Report**

1. Superintendent's Report
2. Board Chairman's Report
3. City Board Liaison Report
4. Personnel
5. Monthly Financial Report

## **X. Adjournment**

**TULLAHOMA CITY SCHOOLS**  
**Board of Education Regular Meeting**  
June 18, 2024 5:00 PM  
Central Office

**Attendance:**

Mrs. Amy Dodson: Present  
Beth Harrison: Present  
Mrs. Teresa Lawson: Present  
Mrs. Gigi Robison: Present  
Mrs. Kim Uselton: Present  
Mr. Pat Welsh: Present  
Mr. Andy Whitt: Present

**I. Call to Order**

Chairman Uselton

**II. Pledge of Allegiance**

Amy Dodson

**III. Roll Call**

Chairman Uselton

**IV. Approval of Agenda**

Chairman Uselton

Recommendation is to approve agenda as presented.

Motion: Mr. Pat Welsh

Second: Mr. Andy Whitt

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 7, Nay: 0

**V. Special Items**

Chairman Uselton

V.1. Individuals to Address the Board

Chairman Uselton

V.2. Student Celebrations

Dr. Catherine Stephens

V.3. Athletics Update

John Olive

**VI. Consent Agenda**

Chairman Uselton

To accept the consent agenda as presented.

Motion: Mrs. Teresa Lawson

Second: Mrs. Gigi Robison

Result: Passed

Mrs. Amy Dodson: Abstain (With Conflict), Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

VI.1. Approval of Minutes

Chairman Uselton

VI.2. Surplus

Hank Jordan

VI.3. Band Booster Supplement

Hank Jordan

VI.4. Softball Booster Supplement

Hank Jordan

VI.5. Consideration of Removing Prohibition of Reemployment of Former Employee

Chairman Uselton

VI.6. Little Cats Learning Academy Budget

Hank Jordan

VI.7. Request for Use of School Facilities Agreement Form

Hank Jordan

VI.8. 2024-2025 Instructional Fees

Dr. Catherine Stephens

**VII. Unfinished Business**

Chairman Uselton

VII.1. Building and Grounds

VII.1.a. Building and Grounds Report

Teresa Lawson

VII.2. 2024-2025 Budget

Hank Jordan

Administration recommends the approval of the 2024-2025 budget as presented.

Motion: Mr. Andy Whitt

Second: Mrs. Teresa Lawson

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison:

Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 7, Nay: 0

**VIII. New Business**

Chairman Uselton

VIII.1. Differentiated Pay Plan

Hank Jordan

Administration recommends the approval of the differentiated pay plan as presented.

Motion: Mrs. Gigi Robison

Second: Mrs. Amy Dodson

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea  
Yea: 7, Nay: 0

VIII.2. 2024-2025 Board Event Calendar

Chairman Uselton

To approve the 2024-2025 Board Event Calendar.

Motion: Mr. Pat Welsh

Second: Mrs. Teresa Lawson

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea  
Yea: 7, Nay: 0

VIII.3. 2024-2025 Agenda Items by Month

Chairman Uselton

To approve the 2024-2025 Agenda Items by Month as presented.

Motion: Mrs. Gigi Robison

Second: Mrs. Amy Dodson

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea  
Yea: 7, Nay: 0

VIII.4. 2025-2026 and 2026-2027 School Calendar Consideration

Dr. Catherine Stephens

Administration recommends approval of the 25-26 and 26-27 calendars as presented.

Motion: Mrs. Teresa Lawson

Second: Mr. Pat Welsh

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea  
Yea: 7, Nay: 0

VIII.5. GMP Budget Amendment- JTF Project

Hank Jordan

To amend the GMP Budget for the JTF Project.

Motion: Mr. Andy Whitt

Second: Mr. Pat Welsh

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea  
Yea: 7, Nay: 0

IX. **District Report**

Chairman Uselton

IX.1. Superintendent's Report

Dr. Catherine Stephens

IX.2. Board Chairman's Report

Chairman Uselton

IX.3. City Board Liaison Report

The City Board Liaison will be given an opportunity to address the Board.

IX.4. Personnel

Dr. Catherine Stephens

IX.5. Monthly Financial Report

Hank Jordan

X. **Adjournment**

Chairman Uselton

To adjourn at 5:43.

Motion: Mrs. Teresa Lawson

Second: Mrs. Gigi Robison

Result: Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Teresa Lawson: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 7, Nay: 0

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Chairperson

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Superintendent

According to Board Policy 5.302, Sick Leave, we must have Sick Leave Bank Trustees who serve as the governing body of the sick leave bank and enact rules and regulations consistent with state law.

The following individuals will serve as Sick Leave Bank Trustees. Two of them will serve a 2-year term, and two of them will serve a 3-year term. The Director of Schools serves as the Chair of the Sick Leave Bank Trustees. This will, of course, be adjusted based on any changes made by the individual member (ex., board member service ends, person ends employment with TCS, etc.).

<b>Sick Leave Bank Trustee</b>	<b>Role</b>	<b>Term</b>	<b>Years of Service</b>
Dr. Catherine Stephens	Director of Schools, Chair	Contract Length	2024 - 2028
Teresa Lawson	School Board Member	2 year	2024 - 2026
Rosie Graham	School Board Member	3 year	2024 - 2027
Anne Jennings	TCEA Member, JTF	2 year	2024 - 2026
Liberty Dickman	TCEA Member, THS	3 year	2024 - 2027

<u>Quantity</u>	<u>Asset Tag or Serial Number</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Reason</u>	<u>Market Value</u>
1	33161	Cart	Aver	End-of-Life	\$0.00
1	33134	Cart	Aver	End-of-Life	\$0.00
1	33663	Cart	Aver	End-of-Life	\$0.00
1	33563	Cart	Aver	End-of-Life	\$0.00
1	14136250021	Cart	Aver	End-of-Life	\$0.00
1	16988	Chromebook	Dell Gen 3	End-of-Life	\$0.00
1	31388	iPad	Apple	iPad damaged be	\$0.00
1	33166	Cart	Aver	End-of-Life	\$0.00
1	33420	Cart	Aver	End-of-Life	\$0.00
1	33389	Projector	Mitsubishi	End-of-Life	\$0.00
1	33208	Projector	Mitsubishi	End-of-Life	\$0.00
1	16868	Projector	Mitsubishi	End-of-Life	\$0.00
1	33244	Projector	Mitsubishi	End-of-Life	\$0.00
1	33206	Projector	Mitsubishi	End-of-Life	\$0.00
1	19260	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19302	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19253	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19343	Laptop	Lenovo T495	End-of-Life	\$0.00
1	20768	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19329	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19395	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19332	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19334	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19303	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1w38bp	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19340	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19238	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19320	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19308	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19324	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1ct985	Laptop	Lenovo T495	End-of-Life	\$0.00

1	19242	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1c3nnb	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19407	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19328	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19351	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19278	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19318	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19072	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19290	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19275	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19243	Laptop	Lenovo T495	End-of-Life	\$0.00
1	PF1W0J61	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19261	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19337	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19312	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19333	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19291	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19373	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19311	Laptop	Lenovo T495	End-of-Life	\$0.00
1	PF1BMDAY	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19307	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19339	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19325	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19234	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19254	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19245	Laptop	Lenovo T495	End-of-Life	\$0.00
1	32462	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19237	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19244	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19250	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19259	Laptop	Lenovo T495	End-of-Life	\$0.00

1	19263	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19357	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19248	Laptop	Lenovo T495	End-of-Life	\$0.00
1	32695	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19269	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19241	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19327	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19235	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19233	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19245	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19375	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19413	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19364	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19256	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19240	Laptop	Lenovo T495	End-of-Life	\$0.00
1	33454	Cart	Aver	End-of-Life	\$0.00
1	32182	Chromebook	Lenovo 300e	End-of-Life	\$0.00
1	19542	iMac	Apple	End-of-Life	\$0.00
1	31379	Mouse	Apple	End-of-Life	\$0.00
1	19555	iMac	Apple	End-of-Life	\$0.00
1	19556	iMac	Apple	End-of-Life	\$0.00
1	19551	iMac	Apple	End-of-Life	\$0.00
1	19560	iMac	Apple	End-of-Life	\$0.00
1	19557	iMac	Apple	End-of-Life	\$0.00
1	19549	iMac	Apple	End-of-Life	\$0.00
1	19545	iMac	Apple	End-of-Life	\$0.00
1	19544	iMac	Apple	End-of-Life	\$0.00
1	19559	iMac	Apple	End-of-Life	\$0.00
1	19552	iMac	Apple	End-of-Life	\$0.00
1	19546	iMac	Apple	End-of-Life	\$0.00
1	19562	iMac	Apple	End-of-Life	\$0.00

1	19550	iMac	Apple	End-of-Life	\$0.00
1	19543	iMac	Apple	End-of-Life	\$0.00
1	19553	iMac	Apple	End-of-Life	\$0.00
1	19547	iMac	Apple	End-of-Life	\$0.00
1	19554	iMac	Apple	End-of-Life	\$0.00
1	19558	iMac	Apple	End-of-Life	\$0.00
1	19561	iMac	Apple	End-of-Life	\$0.00
1	19401	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19374	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19372	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19359	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19363	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19356	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19352	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19370	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1w4sd	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19361	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19344	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19362	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19365	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19412	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19270	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19349	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19417	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19276	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1c45dh	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19300	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19288	Laptop	Lenovo T495	End-of-Life	\$0.00
1	35287	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19564	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19277	Laptop	Lenovo T495	End-of-Life	\$0.00

1	19368	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19408	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1cujxw	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19304	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1ctem0	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19279	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19406	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19397	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19280	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19283	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19330	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19338	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1ctcwk	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19257	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19321	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19409	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19285	Laptop	Lenovo T495	End-of-Life	\$0.00
1	19239	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1c47pn	Laptop	Lenovo T495	End-of-Life	\$0.00
1	pf1w3hdt	Laptop	Lenovo T495	End-of-Life	\$0.00
1	34430	Desktop	7010	End-of-Life	\$0.00
1	6zxbpw1	Desktop	7010	End-of-Life	\$0.00
1	dqw3bz1	Desktop	7010	End-of-Life	\$0.00
1	34429	Desktop	7010	End-of-Life	\$0.00
1	34428	Desktop	7010	End-of-Life	\$0.00
1	hgbwbz1	Desktop	7010	End-of-Life	\$0.00
1	jqb5hx1	Desktop	7010	End-of-Life	\$0.00
1	847p9y1	Desktop	7010	End-of-Life	\$0.00
1	b7dhtw1	Desktop	7010	End-of-Life	\$0.00
1	fvxby1	Desktop	7010	End-of-Life	\$0.00
1	34433	Desktop	7010	End-of-Life	\$0.00

1	34442	Desktop	7010	End-of-Life	\$0.00
1	jyplcx1	Desktop	7010	End-of-Life	\$0.00
1	cy4mwv1	Desktop	7010	End-of-Life	\$0.00
1	681	Desktop	Mac Mini	End-of-Life	\$0.00
1	682	Duplicator	Pegasus R4	End-of-Life	\$0.00
1	6F731GANYCP	AirPort Base Sta	Apple	End-of-Life	\$0.00
1	C02Q6056FVH4	MacBook	Apple	End-of-Life	\$0.00
1	19348	Laptop	T495 Lenovo	End-of-Life	\$0.00
1	33511	Monitor	Dell	End-of-Life	\$0.00
1	33509	Monitor	Dell	End-of-Life	\$0.00
1	33513	Monitor	Dell	End-of-Life	\$0.00
1	33514	Monitor	Dell	End-of-Life	\$0.00
1	33512	Monitor	Dell	End-of-Life	\$0.00
1	33515	Monitor	Dell	End-of-Life	\$0.00
1	33516	Monitor	Dell	End-of-Life	\$0.00
1	18973	Desktop	Dell 7010	End-of-Life	\$0.00
1	10304	Desktop	Dell 7010	End-of-Life	\$0.00
1	10305	Desktop	Dell 7010	End-of-Life	\$0.00
1	10306	Desktop	Dell 7010	End-of-Life	\$0.00
1	10303	Desktop	Dell 7010	End-of-Life	\$0.00
1	10300	Desktop	Dell 7010	End-of-Life	\$0.00
1	32910	Document Cam	TT-02RX	End-of-Life	\$0.00
1	32985	Document Cam	TT-02RX	End-of-Life	\$0.00
1	21254	Projector	EPSON 118	End-of-Life	\$0.00
1	33635	Desktop	Dell 7010	End-of-Life	\$0.00
1	33637	Desktop	Dell 7010	End-of-Life	\$0.00
1	33627	Desktop	Dell 7010	End-of-Life	\$0.00
1	33630	Desktop	Dell 7010	End-of-Life	\$0.00
1	33629	Desktop	Dell 7010	End-of-Life	\$0.00
1	33631	Monitor	Dell	End-of-Life	\$0.00
1	33628	Monitor	Dell	End-of-Life	\$0.00

1	33626	Monitor	Dell	End-of-Life	\$0.00
1	33636	Monitor	Dell	End-of-Life	\$0.00
1	33633	Monitor	Dell	End-of-Life	\$0.00
1	33634	Monitor	Dell	End-of-Life	\$0.00
1	33698	Printer	Dell B1265	End-of-Life	\$0.00
1	34428	Desktop	Dell 7010	End-of-Life	\$0.00
1	34429	Desktop	Dell 7010	End-of-Life	\$0.00
1	34430	Desktop	Dell 7010	End-of-Life	\$0.00
1	19387	Desktop	Dell 7010	End-of-Life	\$0.00
1	15377	Chromebook	Gen 3	End-of-Life	\$0.00
1	15251	Chromebook	Gen 3	End-of-Life	\$0.00
1	15273	Chromebook	Gen 3	End-of-Life	\$0.00
1	15456	Chromebook	Gen 3	End-of-Life	\$0.00
1	15343	Chromebook	Gen 3	End-of-Life	\$0.00
1	15493	Chromebook	Gen 3	End-of-Life	\$0.00
1	15380	Chromebook	Gen 3	End-of-Life	\$0.00
1	15253	Chromebook	Gen 3	End-of-Life	\$0.00
1	15448	Chromebook	Gen 3	End-of-Life	\$0.00
1	15462	Chromebook	Gen 3	End-of-Life	\$0.00
1	15505	Chromebook	Gen 3	End-of-Life	\$0.00
1	15437	Chromebook	Gen 3	End-of-Life	\$0.00
1	15216	Chromebook	Gen 3	End-of-Life	\$0.00
1	15107	Chromebook	Gen 3	End-of-Life	\$0.00
1	15227	Chromebook	Gen 3	End-of-Life	\$0.00
1	15501	Chromebook	Gen 3	End-of-Life	\$0.00
1	16975	Chromebook	Gen 3	End-of-Life	\$0.00
1	16025	Chromebook	Gen 3	End-of-Life	\$0.00
1	16891	Chromebook	Gen 3	End-of-Life	\$0.00
1	17206	Chromebook	Gen 3	End-of-Life	\$0.00
1	16734	Chromebook	Gen 3	End-of-Life	\$0.00
1	16851	Chromebook	Gen 3	End-of-Life	\$0.00

1	16098	Chromebook	Gen 3	End-of-Life	\$0.00
1	17115	Chromebook	Gen 3	End-of-Life	\$0.00
1	16672	Chromebook	Gen 3	End-of-Life	\$0.00
1	16705	Chromebook	Gen 3	End-of-Life	\$0.00
1	16458	Chromebook	Gen 3	End-of-Life	\$0.00
1	16859	Chromebook	Gen 3	End-of-Life	\$0.00
1	16840	Chromebook	Gen 3	End-of-Life	\$0.00
1	16997	Chromebook	Gen 3	End-of-Life	\$0.00
1	16357	Chromebook	Gen 3	End-of-Life	\$0.00
1	16579	Chromebook	Gen 3	End-of-Life	\$0.00
1	17139	Chromebook	Gen 3	End-of-Life	\$0.00
1	16809	Chromebook	Gen 3	End-of-Life	\$0.00
1	16871	Chromebook	Gen 3	End-of-Life	\$0.00
1	16054	Chromebook	Gen 3	End-of-Life	\$0.00
1	16562	Chromebook	Gen 3	End-of-Life	\$0.00
1	16929	Chromebook	Gen 3	End-of-Life	\$0.00
1	17077	Chromebook	Gen 3	End-of-Life	\$0.00
1	16454	Chromebook	Gen 3	End-of-Life	\$0.00
1	16950	Chromebook	Gen 3	End-of-Life	\$0.00
1	16108	Chromebook	Gen 3	End-of-Life	\$0.00
1	17023	Chromebook	Gen 3	End-of-Life	\$0.00
1	17030	Chromebook	Gen 3	End-of-Life	\$0.00
1	16051	Chromebook	Gen 3	End-of-Life	\$0.00
1	16844	Chromebook	Gen 3	End-of-Life	\$0.00
1	16316	Chromebook	Gen 3	End-of-Life	\$0.00
1	16940	Chromebook	Gen 3	End-of-Life	\$0.00
1	16619	Chromebook	Gen 3	End-of-Life	\$0.00
1	16908	Chromebook	Gen 3	End-of-Life	\$0.00
1	17234	Chromebook	Gen 3	End-of-Life	\$0.00
1	17118	Chromebook	Gen 3	End-of-Life	\$0.00
1	16107	Chromebook	Gen 3	End-of-Life	\$0.00

1	16788	Chromebook	Gen 3	End-of-Life	\$0.00
1	17122	Chromebook	Gen 3	End-of-Life	\$0.00
1	16663	Chromebook	Gen 3	End-of-Life	\$0.00
1	16397	Chromebook	Gen 3	End-of-Life	\$0.00
1	17027	Chromebook	Gen 3	End-of-Life	\$0.00
1	17145	Chromebook	Gen 3	End-of-Life	\$0.00
1	16177	Chromebook	Gen 3	End-of-Life	\$0.00
1	16827	Chromebook	Gen 3	End-of-Life	\$0.00
1	16805	Chromebook	Gen 3	End-of-Life	\$0.00
1	16986	Chromebook	Gen 3	End-of-Life	\$0.00
1	17150	Chromebook	Gen 3	End-of-Life	\$0.00
1	17156	Chromebook	Gen 3	End-of-Life	\$0.00
1	16461	Chromebook	Gen 3	End-of-Life	\$0.00
1	16628	Chromebook	Gen 3	End-of-Life	\$0.00
1	16175	Chromebook	Gen 3	End-of-Life	\$0.00
1	16336	Chromebook	Gen 3	End-of-Life	\$0.00
1	16991	Chromebook	Gen 3	End-of-Life	\$0.00
1	16477	Chromebook	Gen 3	End-of-Life	\$0.00
1	16304	Chromebook	Gen 3	End-of-Life	\$0.00
1	16057	Chromebook	Gen 3	End-of-Life	\$0.00
1	16099	Chromebook	Gen 3	End-of-Life	\$0.00
1	16119	Chromebook	Gen 3	End-of-Life	\$0.00
1	16757	Chromebook	Gen 3	End-of-Life	\$0.00
1	16804	Chromebook	Gen 3	End-of-Life	\$0.00
1	17074	Chromebook	Gen 3	End-of-Life	\$0.00
1	16312	Chromebook	Gen 3	End-of-Life	\$0.00
1	16548	Chromebook	Gen 3	End-of-Life	\$0.00
1	16792	Chromebook	Gen 3	End-of-Life	\$0.00
1	16870	Chromebook	Gen 3	End-of-Life	\$0.00
1	16946	Chromebook	Gen 3	End-of-Life	\$0.00
1	16594	Chromebook	Gen 3	End-of-Life	\$0.00

1	17090	Chromebook	Gen 3	End-of-Life	\$0.00
1	16504	Chromebook	Gen 3	End-of-Life	\$0.00
1	17114	Chromebook	Gen 3	End-of-Life	\$0.00
1	16650	Chromebook	Gen 3	End-of-Life	\$0.00
1	16607	Chromebook	Gen 3	End-of-Life	\$0.00
1	16509	Chromebook	Gen 3	End-of-Life	\$0.00
1	16902	Chromebook	Gen 3	End-of-Life	\$0.00
1	17137	Chromebook	Gen 3	End-of-Life	\$0.00
1	16726	Chromebook	Gen 3	End-of-Life	\$0.00
1	16033	Chromebook	Gen 3	End-of-Life	\$0.00
1	17010	Chromebook	Gen 3	End-of-Life	\$0.00
1	16639	Chromebook	Gen 3	End-of-Life	\$0.00
1	16563	Chromebook	Gen 3	End-of-Life	\$0.00
1	17133	Chromebook	Gen 3	End-of-Life	\$0.00
1	16358	Chromebook	Gen 3	End-of-Life	\$0.00
1	16739	Chromebook	Gen 3	End-of-Life	\$0.00
1	16791	Chromebook	Gen 3	End-of-Life	\$0.00
1	17172	Chromebook	Gen 3	End-of-Life	\$0.00
1	16036	Chromebook	Gen 3	End-of-Life	\$0.00
1	16517	Chromebook	Gen 3	End-of-Life	\$0.00
1	17117	Chromebook	Gen 3	End-of-Life	\$0.00
1	16934	Chromebook	Gen 3	End-of-Life	\$0.00
1	16303	Chromebook	Gen 3	End-of-Life	\$0.00
1	16801	Chromebook	Gen 3	End-of-Life	\$0.00
1	16003	Chromebook	Gen 3	End-of-Life	\$0.00
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1	16583	Chromebook	Gen 3	End-of-Life	\$0.00
1	16339	Chromebook	Gen 3	End-of-Life	\$0.00
1	16897	Chromebook	Gen 3	End-of-Life	\$0.00
1	17007	Chromebook	Gen 3	End-of-Life	\$0.00
1	16774	Chromebook	Gen 3	End-of-Life	\$0.00

1	16731	Chromebook	Gen 3	End-of-Life	\$0.00
1	16710	Chromebook	Gen 3	End-of-Life	\$0.00
1	16633	Chromebook	Gen 3	End-of-Life	\$0.00
1	16294	Chromebook	Gen 3	End-of-Life	\$0.00
1	16462	Chromebook	Gen 3	End-of-Life	\$0.00
1	17160	Chromebook	Gen 3	End-of-Life	\$0.00
1	17086	Chromebook	Gen 3	End-of-Life	\$0.00
1	16306	Chromebook	Gen 3	End-of-Life	\$0.00
1	16651	Chromebook	Gen 3	End-of-Life	\$0.00
1	16737	Chromebook	Gen 3	End-of-Life	\$0.00
1	17046	Chromebook	Gen 3	End-of-Life	\$0.00
1	16577	Chromebook	Gen 3	End-of-Life	\$0.00
1	16941	Chromebook	Gen 3	End-of-Life	\$0.00
1	17167	Chromebook	Gen 3	End-of-Life	\$0.00
1	16764	Chromebook	Gen 3	End-of-Life	\$0.00
1	16593	Chromebook	Gen 3	End-of-Life	\$0.00
1	16917	Chromebook	Gen 3	End-of-Life	\$0.00
1	16818	Chromebook	Gen 3	End-of-Life	\$0.00
1	17124	Chromebook	Gen 3	End-of-Life	\$0.00
1	16308	Chromebook	Gen 3	End-of-Life	\$0.00
1	17022	Chromebook	Gen 3	End-of-Life	\$0.00
1	17157	Chromebook	Gen 3	End-of-Life	\$0.00
1	16967	Chromebook	Gen 3	End-of-Life	\$0.00
1	16448	Chromebook	Gen 3	End-of-Life	\$0.00
1	17144	Chromebook	Gen 3	End-of-Life	\$0.00
1	16905	Chromebook	Gen 3	End-of-Life	\$0.00
1	16806	Chromebook	Gen 3	End-of-Life	\$0.00
1	16843	Chromebook	Gen 3	End-of-Life	\$0.00
1	16588	Chromebook	Gen 3	End-of-Life	\$0.00
1	16449	Chromebook	Gen 3	End-of-Life	\$0.00
1	17008	Chromebook	Gen 3	End-of-Life	\$0.00

1	16436	Chromebook	Gen 3	End-of-Life	\$0.00
1	16610	Chromebook	Gen 3	End-of-Life	\$0.00
1	16973	Chromebook	Gen 3	End-of-Life	\$0.00
1	16865	Chromebook	Gen 3	End-of-Life	\$0.00
1	17011	Chromebook	Gen 3	End-of-Life	\$0.00
1	16755	Chromebook	Gen 3	End-of-Life	\$0.00
1	16532	Chromebook	Gen 3	End-of-Life	\$0.00
1	16094	Chromebook	Gen 3	End-of-Life	\$0.00
1	17132	Chromebook	Gen 3	End-of-Life	\$0.00
1	16752	Chromebook	Gen 3	End-of-Life	\$0.00
1	16341	Chromebook	Gen 3	End-of-Life	\$0.00
1	16561	Chromebook	Gen 3	End-of-Life	\$0.00
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1	16781	Chromebook	Gen 3	End-of-Life	\$0.00
1	16423	Chromebook	Gen 3	End-of-Life	\$0.00
1	16833	Chromebook	Gen 3	End-of-Life	\$0.00
1	16688	Chromebook	Gen 3	End-of-Life	\$0.00
1	16759	Chromebook	Gen 3	End-of-Life	\$0.00
1	16730	Chromebook	Gen 3	End-of-Life	\$0.00
1	16055	Chromebook	Gen 3	End-of-Life	\$0.00
1	16604	Chromebook	Gen 3	End-of-Life	\$0.00
1	16816	Chromebook	Gen 3	End-of-Life	\$0.00
1	17190	Chromebook	Gen 3	End-of-Life	\$0.00
1	16812	Chromebook	Gen 3	End-of-Life	\$0.00
1	16473	Chromebook	Gen 3	End-of-Life	\$0.00
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1	16714	Chromebook	Gen 3	End-of-Life	\$0.00
1	16609	Chromebook	Gen 3	End-of-Life	\$0.00
1	16325	Chromebook	Gen 3	End-of-Life	\$0.00
1	16065	Chromebook	Gen 3	End-of-Life	\$0.00

1	17028	Chromebook	Gen 3	End-of-Life	\$0.00
1	16747	Chromebook	Gen 3	End-of-Life	\$0.00
1	17149	Chromebook	Gen 3	End-of-Life	\$0.00
1	16760	Chromebook	Gen 3	End-of-Life	\$0.00
1	17093	Chromebook	Gen 3	End-of-Life	\$0.00
1	17032	Chromebook	Gen 3	End-of-Life	\$0.00
1	17203	Chromebook	Gen 3	End-of-Life	\$0.00
1	16386	Chromebook	Gen 3	End-of-Life	\$0.00
1	16736	Chromebook	Gen 3	End-of-Life	\$0.00
1	16299	Chromebook	Gen 3	End-of-Life	\$0.00
1	16938	Chromebook	Gen 3	End-of-Life	\$0.00
1	16711	Chromebook	Gen 3	End-of-Life	\$0.00
1	16733	Chromebook	Gen 3	End-of-Life	\$0.00
1	16088	Chromebook	Gen 3	End-of-Life	\$0.00
1	16520	Chromebook	Gen 3	End-of-Life	\$0.00
1	16741	Chromebook	Gen 3	End-of-Life	\$0.00
1	16435	Chromebook	Gen 3	End-of-Life	\$0.00
1	16326	Chromebook	Gen 3	End-of-Life	\$0.00
1	16419	Chromebook	Gen 3	End-of-Life	\$0.00
1	16613	Chromebook	Gen 3	End-of-Life	\$0.00
1	16725	Chromebook	Gen 3	End-of-Life	\$0.00
1	16077	Chromebook	Gen 3	End-of-Life	\$0.00
1	16773	Chromebook	Gen 3	End-of-Life	\$0.00
1	16909	Chromebook	Gen 3	End-of-Life	\$0.00
1	17089	Chromebook	Gen 3	End-of-Life	\$0.00
1	17242	Chromebook	Gen 3	End-of-Life	\$0.00
1	16173	Chromebook	Gen 3	End-of-Life	\$0.00
1	16575	Chromebook	Gen 3	End-of-Life	\$0.00
1	16295	Chromebook	Gen 3	End-of-Life	\$0.00
1	16528	Chromebook	Gen 3	End-of-Life	\$0.00
1	16580	Chromebook	Gen 3	End-of-Life	\$0.00

1	16547	Chromebook	Gen 3	End-of-Life	\$0.00
1	17163	Chromebook	Gen 3	End-of-Life	\$0.00
1	16531	Chromebook	Gen 3	End-of-Life	\$0.00
1	17043	Chromebook	Gen 3	End-of-Life	\$0.00
1	17048	Chromebook	Gen 3	End-of-Life	\$0.00
1	16115	Chromebook	Gen 3	End-of-Life	\$0.00
1	16742	Chromebook	Gen 3	End-of-Life	\$0.00
1	16937	Chromebook	Gen 3	End-of-Life	\$0.00
1	16776	Chromebook	Gen 3	End-of-Life	\$0.00
1	16419	Chromebook	Gen 3	End-of-Life	\$0.00
1	16599	Chromebook	Gen 3	End-of-Life	\$0.00
1	17170	Chromebook	Gen 3	End-of-Life	\$0.00
1	OJFT87	Printer	Dell 1130n	End-of-Life	\$0.00
1	0MHWPY	Printer	Dell 1130n	End-of-Life	\$0.00
1	33277	Document Cam	Actiview	End-of-Life	\$0.00
1	15844	Chromebook	Gen 3	End-of-Life	\$0.00
1	16493	Chromebook	Gen 3	End-of-Life	\$0.00
1	34277	Monitor	Dell S272	End-of-Life	\$0.00
1	18769	Laptop	Dell 5550	End-of-Life	\$0.00
1	33305	Cart	Aver	End-of-Life	\$0.00
1	34143	Cart	Aver	End-of-Life	\$0.00
1	33309	Cart	Aver	End-of-Life	\$0.00
1	35450	Printer	Dell 1130n	End-of-Life	\$0.00
1	19138	Chromebox	HPChrome	End-of-Life	\$0.00
1	33610	Cart	ACMini	End-of-Life	\$0.00
1	34112	Printer	4001dne	End-of-Life	\$0.00

## Tullahoma High School Equipment

August 2024

School/Building/Dept	Qty	Name/Manufacturer	Description	Reason	Value	Serial #	Tag #
THS/Cosmetology	11	Shung Hung	Styling chair	Not in working order	\$0	none	none

East Lincoln requests to surplus the following:

1. Twenty-Seven (27) Genesis Bows - Est. value \$25 each, total \$675.
2. Three (3) Bow Racks - estimated value \$100 each, total \$300.
3. Two (2) BCY Backstop Nets - estimated value \$50 each, total \$100.
4. Fifteen (15) BLOCK Targes - estimated value \$20 each, total \$300.
5. Eight (8) MORRELL Targets - estimated value \$20 each, total \$160.
6. Nine (9) 3D Targets - estimated value \$25 each, total \$225.
7. Nine (9) Replacement Center 3D - estimated value \$20, total \$180.
8. Eight (8) bow cases - estimated value \$25, total \$200.

**Consolidated Funding Application 2025  
Tulahoma City Schools  
\$2,347,535.83**

**Title I  
\$983,833.56**

(Bel-Aire, Jack T. Farrar, and East Lincoln Elementary)

<b>Category</b>	<b>Amount</b>
Teachers - Salary (8 full-time interventionists)	\$571,827.00
Educational Assistants - Salary (6 full-time and 4 part-time)	\$260,117.56
Benefits for Teachers and Educational Assistants	\$139,049.66
Supplies and Materials	\$1.00
Parent and Family Engagement	\$9,838.34
Homeless Students - Supplies and Materials	\$1,000.00
Foster Care and Homeless Student - Transportation	\$2,000.00

**Title II  
\$239,319.45**

<b>Category</b>	<b>Amount</b>
K-5 ELA Instructional Coach Salary	\$60,601.25
K-5 Math Instructional Coach Salary	\$79,105.38
Benefits for Instructional Coaches	\$46,304.46
PD Stipends for Certified Personnel	\$5,000.00
Benefits for PD Stipends	\$732.50
PD Consultants	\$11,000.00
Materials and Supplies for PD	\$5,000.00
PD for Certified Personnel	\$31,575.86

**Title III**  
**\$10,879.62**

<b>Category</b>	<b>Amount</b>
Instructional Supplies & Materials	\$5,000.00
ESL Coordinator Stipend & Benefits	\$1,716.90
PD for ESL Certified Personnel (ex. conferences)	\$4,162.72

**Title V**  
**\$113,549.20**

**\*Title V funds will shadow Title I & Title II**

<b>Category</b>	<b>Amount</b>
Instructional Supplies & Materials	\$18,549.20
Materials and Supplies for PD	\$5,000.00
PD for Certified Personnel	\$90,000.00

**IDEA (Sped)**  
**\$955,832.00**

<b>Category</b>	<b>Amount</b>
Speech Language Teacher (part of salary)	\$3,982.63
Educational Assistants (22)	\$588,657.00
School Psychologist (.75 FTE)	\$60,065.77
Benefits for Personnel	\$160,621.20
CCEIS Services	\$142,505.40

**IDEA Preschool**  
**\$44,122.00**

<b>Category</b>	<b>Amount</b>
CDC PreK Teacher and Speech Teacher (part of salary)	\$44,122.00

Tullahoma High School Instructional and Club Fees (additions to the list approved 6/18/2024).

**Fine Arts Department**

Visual Arts: \$15.00

Theatre: \$20.00

After School Cast/Crew: \$30.00

**Other**

Lifetime Wellness: \$5.00

**TULLAHOMA CITY SCHOOLS NUTRITION DEPARTMENT**

**BUDGET 23-24**

<b>REVENUE</b>		
<b>ACCOUNT NUMBER</b>		
43520	EARNINGS FROM TEMP. INVESTMENT	\$2,059.32
43521	RECEIPTS--STUDENT LUNCH	\$7,210.94
43522	RECEIPTS--ADULTS	\$26,854.00
43523	RECEIPTS--BREAKFAST	\$25,054.05
43525	A LA CARTE	\$436,412.96
44499	OTHER LOCAL REVENUES	
	<b>TOTAL LOCAL INCOME</b>	<b>\$497,591.27</b>
46520	STATE MATCHING FUNDS	\$17,655.16
	<b>TOTAL STATE MATCHING</b>	<b>\$17,655.16</b>
47111	USDA--LUNCH	\$1,247,667.80
47113	USDA--BREAKFAST	\$479,189.35
47112	USDA COMMODITY REIMBURSEMENT	\$125,000.00
47114	OTHER	\$82,584.94
	<b>RECEIVED THROUGH STATE</b>	<b>\$1,934,442.09</b>
	<b>GRAND TOTAL</b>	<b>\$2,449,688.52</b>
<b>EXPENDITURES</b>		
<b>ACCOUNT NUMBER</b>		
73105 105	SUPERVISOR	\$115,000.00
73100 165	CAFETERIA PERSONNEL	\$920,207.00
73100 201	SOCIAL SECURITY	\$62,024.00
73100 205	H.S.A FRINGE	\$1,036.00
73100 212	MEDICARE	\$14,499.00
73100-204	NEW RETIREMENT	\$37,989.00
73100 211	RETIREMENT	\$10,777.00
73100 207	HEALTH INSURANCE	\$217,997.00
73100 208	DENTAL INSURANCE	\$7,283.00
73100 206	LIFE INSURANCE	\$2,491.00
73100 299	VISION INSURANCE	\$3,146.00
73100 210	UNEMPLOYMENT	
73100 336	REPAIR OF EQUIPMENT	\$10,964.42
73100 354	TRANSPORTATION OF FOOD	\$8,121.00
73100 355	TRAVEL--PERSONNEL	\$15,525.86
73100 399	OTHER CONTRACTED SERVICES	\$41,332.57
73100 422	FOOD	\$1,153,953.00

<b>73100 469</b>	<b>COMMODITIES</b>	<b>\$125,000.00</b>
<b>73100 499</b>	<b>OTHER MATERIALS AND SUPPLIES</b>	<b>\$128,200.00</b>
<b>73100 710</b>	<b>EQUIPMENT</b>	<b>\$10,364.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$2,885,909.85</b>

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>1.501</b>	Issued: <b>08/18/20</b>

## 1 *General*

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

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

## 10 **VISITOR CONDUCT**

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

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

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

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

## 29 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

- 1 The principal/designee has the authority to exclude from the school premises any persons disrupting
- 2 the educational programs in the classroom or in the school, disturbing the teachers or students on the
- 3 premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>
- 4 The principal shall contact law enforcement officials when he/she believes the situation warrants such
- 5 measures.

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Legal References

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

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Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>1.800</b>	Issued: <b>08/18/20</b>

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the  
2 Director of Schools, an official school calendar for the succeeding school year.<sup>1</sup> The calendar will  
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The  
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to  
5 inclement weather or other factors.

6 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • Two (2) days for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel; and
- 11 • Three (3) discretionary days.

12 The calendar shall be distributed to the school staff at the opening of the school term.

## 13 **STUDENT ATTENDANCE DAYS**

14 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or  
15 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved  
16 by the State Department of Education.<sup>1</sup>

## 17 **IN-SERVICE EDUCATION**

18 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
19 (6) hours of planned activities.<sup>2</sup>

## 20 **DISCRETIONARY DAYS**

21 Three (3) discretionary days shall be included in the calendar and may be designated by the Board as  
22 student attendance days, in-service days, or administrative days which may be used by administrators,  
23 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,  
24 parent-teacher conferences, and other classroom functions.<sup>1</sup>

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Legal References

1. TCA 49-6-3004 (a)(1)-(6)
2. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

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Cross References

Compensation Guides and Contracts 5.110  
In-Service and Staff Development Opportunities 5.113  
Attendance 6.200

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>2.403</b>	Issued: <b>11/17/20</b>

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

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

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

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

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

## 14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>6</sup>**

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

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

### Legal References

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

### Cross References

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



# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>2.806</b>	Issued: <b>06/21/22</b>

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

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

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

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

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

## 17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

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

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

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Legal References

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

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Cross References

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>3.202</b>	Issued: <b>06/21/22</b>

## 1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

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

## 9 **FIRE AND SAFETY DRILLS**

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

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

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

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

## 23 **ANNUAL DRILLS<sup>5</sup>**

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

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

**1 AED DRILLS<sup>6</sup>**

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

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

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>**

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

**11 REMOTE LEARNING DRILLS<sup>8</sup>**

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

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**Legal References**

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

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>3.205</b>	Issued: <b>08/17/21</b>

## 1 *General*<sup>1</sup>

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

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

11 All exterior doors leading into a school building shall be locked at all times and access to school  
12 buildings is limited to the school's primary entrance during the school day as well as when students are  
13 present outside of regular school hours, except for arrival and dismissal when certain doors will be  
14 open for this expressed purpose per the school safety plan.<sup>3</sup>

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

## 20 **AFTER SCHOOL HOURS**

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

## 23 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

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

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law  
2 enforcement agency to provide school policing. The MOU shall address, at a minimum, the following  
3 issues:
- 4 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all  
5 laws, regulations, and rules of the Peace Officer Standards and Training Commission at the  
6 time of assignment and remain compliant throughout his/her assignment.
  - 7 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
8 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
9 participate in a minimum of sixteen (16) hours of training specific to school policing. All  
10 training programs shall be approved by the Peace Officers Standards and Training  
11 Commission.<sup>5</sup>
  - 12 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is  
13 subject to that agency's direction, control, supervision, and discipline.
  - 14 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent  
15 of the Director of Schools.

## 16 **CYBERSECURITY**<sup>6</sup>

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

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### Legal References

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

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### Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>3.400</b>	Issued: <b>08/21/17</b>

## 1 *General*

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

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

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

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

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

## 14 **SCHOOL BUS DRIVERS**

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

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

## 24 **TRANSPORTATION SUPERVISOR<sup>6</sup>**

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

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

1 The Director of Schools shall ensure that training is completed and provide the state department of  
2 education with appropriate documentation.

### 3 **COMPLAINT PROCESS<sup>7</sup>**

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

6 1. To the Transportation Supervisor; and  
7

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

9 a. Written complaints shall be submitted on forms located on the district's website. In the  
10 case of a complaint received via phone, the person receiving the phone call shall be  
11 responsible for filling out the form and submitting it to the Transportation Supervisor.

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

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

16 1. The time and date the complaint was received;  
17

18 2. The name of the bus driver;  
19

20 3. A copy or summary of the complaint; and  
21

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

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

26 An annual notice of this complaint process shall be provided to parents of students who ride the school  
27 bus.

### 28 **RECORDKEEPING<sup>5</sup>**

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

31 1. Bus maintenance and inspections forms;

32 2. Bus driver credentials, including required background checks, health records, and performance  
33 reviews;

34 3. Driver training records; and

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

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Legal References

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

# Tullahoma City Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: <b>4.201</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>4.201</b>	Issued: <b>01/19/21</b>

1 *General*<sup>1</sup>

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

4 **WAIVERS**

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

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

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

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Legal References

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

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Cross References

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

# Tullahoma City Schools

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.214</b>	Issued Date: <b>08/20/24</b>
		Rescinds:	Issued:

1 *General*

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

4 The Director of Technology/designee is tasked with overseeing the implementation of AI programs.  
5 These staff members will review artificial intelligence programs to ensure compliance with district  
6 policies as well as state and federal student data privacy laws and present recommendations to the  
7 Director of Schools for approval. Any approved programs shall be accessible to all staff.

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

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

15 **STAFF USE**

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

- 20 1. Employees shall disclose their use of a generative AI tool if failure to do so would:  
21 a. Violate the terms of the use of the AI tool;  
22 b. Would mislead a supervisor or others as to the nature of the work; or  
23 c. Would be inconsistent with the teacher code of ethic;<sup>2</sup>  
24 2. Employees shall take all reasonable precautions to ensure the security of private student data  
25 when utilizing AI programs;  
26 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in  
27 order to reduce the risk of errors and inaccuracies;  
28 4. Outputs shall not be incorporated into proprietary content or works. ~~And~~

29 **STUDENT USE**

30 Generative AI programs may not be accessed by students.

**1 REPORTING**

- 2 The Director of Schools shall submit a report to the Board of Education each June on how this policy  
3 will be enforced in the upcoming school year. The Board shall approve the report and the Director  
4 shall submit it to the Department of Education by July 1<sup>st</sup>.

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**Legal References**

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

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**Cross References**

Use of the Internet 4.406

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>4.301</b>	Issued: <b>08/17/21</b>

## 1 *General*

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

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

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

## 19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

## 28 **SCHEDULING CONFLICTS**

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

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

#### 5 **SEVERE WEATHER<sup>4</sup>**

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

10 All coaches shall annually complete a heat illness prevention course approved by the Tennessee  
11 Department of Health as well as receive training on activity modifications based on environmental  
12 conditions.

#### 13 **PROHIBITION AGAINST HAZING**

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

#### 16 **HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>**

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

#### 21 **PERSONAL CONDUCT AT SPORTING EVENTS**

22 Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches,  
23 and spectators.

24 In the event any student of Tullahoma City Schools behaves in a manner that violates the Code of  
25 Acceptable Behavior, the school administration will impose appropriate discipline.

26 Additionally, if any spectator, whether student or adult, behaves in a manner that results in  
27 TMSAA/TSSAA imposing a fine on the school for unruly behavior, then any such person will be  
28 barred, for a minimum of two weeks, from attending any extracurricular activities of the Tullahoma  
29 City Schools and will be required to reimburse the board the amount of the fine. Failure to reimburse  
30 the board will result in a continued suspension from any and all Tullahoma City Schools  
31 extracurricular activities for the remainder of the school year or until such fine has been reimbursed to  
32 the Board.

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Legal References

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

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Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>4.403</b>	Issued: <b>08/16/22</b>

## 1 *General*

2 The Media Specialists/Library Information Specialists shall be responsible for library collection  
3 development. The list of library materials shall be posted online. Library materials shall be reviewed to  
4 ensure the content aligns with state law.<sup>1</sup> Prior to the purchase of new materials, librarians shall review  
5 the age and maturity level along with the reading level of the selected items for suitability. <sup>1</sup> A list of  
6 new materials shall be reviewed by the principal/designee.

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

## 11 **STANDARDS<sup>2</sup>**

12 The library collection shall adhere to the following criteria:

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

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

- 21 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess  
22 violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;
- 23 2. Are patently offensive as defined in state law; or
- 24 3. Appeal to the prurient interest as defined in state law.

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

## 26 **COMPLAINTS<sup>4</sup>**

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

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

5 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal  
6 may request review of the challenged materials by an ad hoc materials review committee within thirty  
7 (30) days. The review committee is appointed by the principal and should include certified library  
8 media personnel, representatives from classroom teachers, one or more parents, and may include one  
9 or more students. The principal will inform the Director of Schools of the review committee's  
10 progress.

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

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

19 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall  
20 assess the findings along with the recommendation of the principal and present a recommendation to  
21 the Board.

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

## 27 **REMOVAL OF LIBRARY MATERIALS**

28 If it is determined that the material is not appropriate for the age and maturity levels of the students  
29 who have access to them or is not suitable for, and consistent with, the educational mission of the  
30 school, the material shall be removed from the library collection.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2024, Chapter No. 782
3. TCA 39-17-901
4. TCA 49-6-3803

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Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>4.600</b>	Issued: <b>06/21/22</b>

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

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

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

## 12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>2</sup>**

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

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

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

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

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

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Industry Certification Aligned four (4) percentage points; and
- 29 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
30 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

## 1 **GPA CALCULATIONS**

2 GPA calculations will be called Hope Scholarship GPA and Weighted GPA. The Hope Scholarship  
3 GPA will be based on a 4.0 scale. The Weighted GPA will be based on a 5.0 scale. Teachers will  
4 continue to add additional percentage points to the final grade of the course, and the following  
5 guidelines will be adhered to:

6           One half (1/2) quality point shall be added to the numerical quality point value corresponding  
7 to the letter grade received for the honors course.

8           One (1) quality point shall be added to the numerical quality point value corresponding to the  
9 letter grade received in a Local and Statewide Dual Credit Course, Industry Certification  
10 Aligned Course, Dual Enrollment Course, or an Advanced Placement Course.

11 Final Grade notification - The following courses shall include the addition of listed percentage points  
12 added to grades used to calculate the semester average.

13           Local and statewide dual credit courses - students enrolled in a local or statewide dual credit  
14 course must sit for the dual credit exam to receive four additional points. The additional  
15 weighting and percentage points will be converted to the honors scale if the student does not sit  
16 for the dual credit exam.

17           AP courses – In order to receive five additional points, students are required to take the  
18 corresponding AP exam. The additional weighting and percentage points will be converted to  
19 the honors scale if the student does not sit for the corresponding AP exam.

20           Industry Certifications – CTE courses aligned to an industry certification recognized by the  
21 Tennessee Department of Education will receive an additional four points if the student sits for  
22 the industry certification exam. The additional weighting and percentage points will be  
23 converted to the honors scale if the student does not sit for the industry certification exam.

## 24 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

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

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

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

33

34

**1 LOTTERY SCHOLARSHIP DAY**

- 2 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
3 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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**Legal References**

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

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**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

# Tulahoma City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>4.603</b>	Issued: <b>02/23/21</b>

## 1 **General**

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

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

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

16 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
17 student is due to:<sup>4</sup>

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

## 21 **VOLUNTARY RETENTION**

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

- 24 1. The student has a documented academic or behavioral delay; and
- 25 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

## 26 **PROMOTION PLANS<sup>6</sup>**

27 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within  
28 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
29 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504

1 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school  
2 counselor, or other appropriate school personnel.

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

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

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

## 21 **RETENTION**<sup>7</sup>

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

### 24 *Decision of Retention – General*<sup>9</sup>

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

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

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

1 *Decision of Retention – Third Grade*<sup>10</sup>

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

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

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

33 *Decision of Retention – Fourth Grade*<sup>10</sup>

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

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

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

- 3 1. The student's principal shall convene a conference consisting of the following parties: the  
4 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
- 5 2. The conference shall review the student's fourth grade ELA performance to determine if the  
6 student should be promoted to fifth grade.
- 7 3. At the conclusion of the conference, a majority of the parties shall agree to one of the  
8 following:
  - 9 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of  
10 the student's fifth-grade year; or
  - 11 b. The student will be retained in fourth grade. A student shall not be retained more than  
12 once in fourth grade.

### 13 *Decision of Retention – Students with Disabilities*<sup>11</sup>

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

### 18 **APPEALS**<sup>8,12</sup>

19 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
20 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
21 made to a committee appointed by the principal within two (2) business days. The student and his/her  
22 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
23 the opportunity to address the committee. The committee shall conduct a hearing within three (3)  
24 business days to determine if the student will be promoted and issue such decision within two (2)  
25 business days. Upon notification of the committee decision, the principal shall send written notification  
26 to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise  
27 parent(s)/guardian(s) of their right to appeal such action within two (2) business days to the Director of  
28 Schools/designee.

29 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
30 decision shall be issued within two (2) business days.

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

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

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

## Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>5.307</b>	Issued: <b>09/15/20</b>

## 1 *General*

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

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

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

## 18 **PHYSICIAN'S STATEMENT**

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

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### Legal References

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

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### Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>5.701</b>	Issued: <b>06/21/22</b>

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

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

## 7 **APPLICATION/QUALIFICATIONS**

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

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

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

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

## 15 **COMPENSATION**

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

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
20 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 21 **CERTIFICATION**

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

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

## 27 **EMERGENCY NEEDS**

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

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

#### 7 **TRAINING AND ORIENTATION**

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

#### 11 **RESPONSIBILITIES**

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

#### 14 **RE-EMPLOYMENT/TERMINATION**

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

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

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#### Legal References

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

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#### Cross References

- Background Investigations 5.118  
Employment of Retirees 5.119

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>5.802</b>	Issued: <b>08/17/21</b>

1 **QUALIFICATIONS**

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

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

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

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

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

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

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

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

## 12 *Financial Management*

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

## 22 *Personnel Administration*

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

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

### 11    *Instructional Leadership*

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

### 26    *Community/Public Relations*

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

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

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

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

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

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Legal References

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

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Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.203</b>	Issued: <b>02/23/21</b>

1 *General*

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

- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 4 2. Evidence of a current medical examination;<sup>2</sup>
- 5 3. Evidence of state-required immunizations or exemption as authorized by state law.<sup>3</sup> and
- 6 4. Two current proofs of residency for residency verification (dated within one month of
- 7 presentation).

8 These boundaries are defined by residencies which are within the city limits of Tullahoma and for  
9 which city taxes are paid.

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

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

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

20 **Non-Resident Enrollment**

21 A student residing outside of the district boundaries may apply to attend TCS as an Out-of District  
22 student and is subject to the board approved tuition fees.

23 **Annual Residency Verification**

24 Enrollment and admissions each school year thereafter will also require residency verification with  
25 updated documents for proof of residency. Acceptable forms of proof of residency include a valid  
26 driver’s license, TUA bill, Elk River Public Utilities bill, house payment stub, rent receipt (with a  
27 notarized form from your landlord), an internet bill, landline phone bill, an official government bill in  
28 parent/guardian name, a government check, or SSI.

**1 ADJUDICATED DELINQUENT STUDENT<sup>6</sup>**

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

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

7 This information shall be shared only with school employees who have responsibility for classroom  
8 instruction of the student, the school counselor, social worker, or psychologist who is developing a  
9 plan for the student while in the school, and the school resource officer. Such information is otherwise  
10 confidential and shall not be released to others, and the written notification shall not become a part of  
11 the student's record.<sup>7</sup>

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**Legal References**

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

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**Cross References**

Attendance of Non-Resident Students 6.204  
Admission of Suspended/Expelled Students 6.318  
Homeless Students 6.503  
Migrant Students 6.504  
Students in Foster Care 6.505  
Students from Military Families 6.506

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.300</b>	Issued: <b>11/17/20</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre-  
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as Positive Behavior  
4 Supports Program, Sanford Harmony Program, Why Try, Handle with Care, Restorative Practices,  
5 Refocus/Reflective behavior support plan, Behavior Intervention Manual, etc. Exclusionary discipline  
6 shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve principals  
7 and staff members of each level and shall be on evidence-based behaviors supports and interventions.<sup>3</sup>

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
9 protect all members of the educational community in the exercise of their rights and duties and to  
10 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These  
11 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
12 school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall  
13 ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

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

21 In order to ensure that these goals are accomplished, the school district shall utilize the following  
22 trauma-informed discipline practices: Sanford Harmony Program, Why Try, Handle with Care,  
23 Restorative Practices, multi-tiered system of supports, and collaboration with the district Behavior  
24 Consultant as needed. Principals shall use appropriate discipline management techniques when  
25 enforcing the code of conduct.

## 26 **MISBEHAVIORS: LEVEL I**

27 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
28 guidelines or interferes with the orderly operation of the school but which can usually be handled by an  
29 individual staff member.

30 *Examples (not an exclusive listing)*

- 31 • Classroom disturbances
- 32 • Classroom tardiness

- 1 • Cheating and lying
- 2 • Abusive language
- 3 • Failure to do assignments or carry out directions
- 4 • Wearing, while on the grounds of a public school during the regular school day,
- 5 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 6 learning environment<sup>6</sup>
- 7 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 8 cyber-bullying, and/or hazing)

### 9 *Disciplinary Procedures*

- 10 • The staff member intervenes immediately.
- 11 • The staff member determines what offense was committed and its severity.
- 12 • The staff member determines who committed the offense and if he/she understands the
- 13 nature of the offense.
- 14 • The staff member employs appropriate disciplinary options.
- 15 • The record of the offense and disciplinary action shall be maintained by the staff
- 16 member.

### 17 *Disciplinary Options*

- 18 • Verbal reprimand
- 19 • Special assignment
- 20 • Restricting activities
- 21 • Counseling
- 22 • Withdrawal of privileges
- 23 • Issuance of demerits
- 24 • Strict supervised study
- 25 • Detention
- 26 • In-school suspension
- 27 • Sanford Harmony Program, multi-tiered system of supports such as small group social
- 28 skills, behavior contracts, self-monitoring plans, check-in/check-out systems, etc. and/or
- 29 individualized counseling.

## 30 **MISBEHAVIORS: LEVEL II**

31 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of  
32 the school. These misbehaviors do not represent a direct threat to the health and safety of others but  
33 have educational consequences serious enough to require corrective action on the part of  
34 administrative personnel.

### 35 *Examples (not an exclusive listing)*

- 36 • Continuation of unmodified Level I misbehaviors
- 37 • Using forged notes or excuses
- 38 • Disruptive classroom behavior

1            *Disciplinary Procedures*

- 2            • The student is referred to the principal for appropriate disciplinary action.
- 3            • The principal meets with the student and the staff member.
- 4            • The principal hears the accusation made by the staff member and allows the student the
- 5            opportunity to explain his/her conduct.
- 6            • The principal takes appropriate disciplinary action and notifies the staff member of the
- 7            action.
- 8            • The record of offense and disciplinary action shall be maintained by the principal.

9            *Disciplinary Options*

- 10           • Teacher/schedule change
- 11           • Peer counseling
- 12           • Referral to outside agency
- 13           • In-school suspension
- 14           • Transfer
- 15           • Detention
- 16           • Suspension from school-sponsored activities or from riding school bus
- 17           • Out-of-school suspension
- 18           • Revisit and adjust system of support as needed to address specific behavior(s), consult
- 19           with district Behavior Consultant if needed for additional support on function-based
- 20           interventions, and/or behavior intervention plan if appropriate.

21           **MISBEHAVIORS: LEVEL III**

22           This level includes acts directly against persons or property but whose consequences do not seriously

23           endanger the health or safety of others in the school.

24           *Examples (not an exclusive listing)*

- 25           • Continuation of unmodified Level I and II misbehaviors
- 26           • Fighting
- 27           • Vandalism (minor)
- 28           • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 29           alcohol
- 30           • Use, possession, sale, or distribution of drug paraphernalia
- 31           • Use, sale, distribution, and/or being under the influence of drugs
- 32           • Stealing
- 33           • Threats to others
- 34           • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 35           cyber-bullying, and/or hazing)

36           *Disciplinary Procedures*

- 37           • The student is referred to the principal for appropriate disciplinary action.

- 1           • The principal meets with the student and the staff member.
- 2           • The principal hears the accusation and allows the student the opportunity to explain
- 3           his/her conduct.
- 4           • The principal takes appropriate disciplinary action.
- 5           • The principal may refer the incident to the Director of Schools and make
- 6           recommendations for consequences.
- 7           • The record of offense and disciplinary action shall be maintained by the principal.

#### 8           *Disciplinary Options*

- 9           • In-school suspension
- 10          • Detention
- 11          • Restitution from loss, damage, or stolen property
- 12          • Out-of-school suspension
- 13          • Social adjustment classes
- 14          • Transfer
- 15          • Revisit and adjust system of support as needed to address specific behavior(s), consult
- 16          with district Behavior Consultant if needed for additional support on function-based
- 17          interventions, and/or behavior intervention plan if appropriate.

#### 18       **MISBEHAVIORS: LEVEL IV**

19       This level of misbehavior includes acts which result in violence to another's person or property or  
 20       which pose a threat to the safety of others in the school. These acts are so serious that they usually  
 21       require administrative actions which result in the immediate removal of the student from the school,  
 22       the intervention of law enforcement authorities, and/or action by the Board.

23       If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 24       employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 25       death to another person.<sup>7</sup>

#### 26       *Examples (not an exclusive listing)<sup>8</sup>*

- 27          • Continuation of unmodified Level I, II, and III misbehaviors
- 28          • Death threat
- 29          • Extortion
- 30          • Valid threat of mass violence on school property or at a school-related activity as
- 31          determined by a threat assessment team\*
- 32          • Bringing to school or being in unauthorized possession of a firearm on school property\*
- 33          • Bomb threat\*
- 34          • Possession, use, and/or transfer of dangerous weapons
- 35          • Assault
- 36          • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 37          employee of the school, or a school resource officer\*
- 38          • Aggravated assault\*
- 39          • Vandalism

- 1 • Theft, possession, and/or sale of stolen property
- 2 • Arson
- 3 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 4 substance analogue, or legend drug)\*
- 5 • Use or transfer of unauthorized substances
- 6 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 7 cyber-bullying, and/or hazing)
- 8 • Electronic threat to cause bodily injury or death to another student or school employee

9 *Disciplinary Procedures*

- 10 • Law enforcement officials and the Director of Schools are immediately contacted, if
- 11 applicable.<sup>9</sup>
- 12 • The principal confers with appropriate staff members and with the student.
- 13 • The principal hears the accusations and allows the student the opportunity to explain
- 14 his/her conduct.
- 15 • The parent(s)/guardian(s) are notified.
- 16 • Recommendations are made to the Director of Schools.
- 17 • The principal notifies the staff members of the resolution.
- 18 • If the student's placement is to be changed, adequate notice of the charges shall be
- 19 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 20 hearing.

21 *Disciplinary Options*

- 22 • Other hearing authority or Board action which results in appropriate placement
- 23 • Revisit and adjust or increase system of support as needed to address specific
- 24 behavior(s), consult with district Behavior Consultant if needed for additional support
- 25 on function-based interventions, and/or behavior intervention plan if appropriate.

26 \* Designates zero tolerance offense.

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**Legal References**

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

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**Cross References**

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Interference/Disruption of School Activities 6.306  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Corporal Punishment 6.314  
Detention 6.315  
Suspension 6.316  
Safe Relocation of Students 6.4081

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.309</b>	Issued: <b>10/20/20</b>

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

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

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

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

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#### Legal References

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

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#### Cross References

- Threat Assessment Team 3.204
- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <h2 style="text-align: center;">Suspension</h2>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.316</b>	Issued: <b>06/21/22</b>

1 *General*

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

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

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

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

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

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

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

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

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

## 22 **IN-SCHOOL SUSPENSION<sup>7</sup>**

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

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

## 29 **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

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

## 32 **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

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

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

#### 8 **SCHOOL-SPONSORED EVENTS<sup>6</sup>**

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

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Legal References

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

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Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.318</b>	Issued: <b>06/21/22</b>

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.
  
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Director of Schools.<sup>1</sup> Based on the results of the
- 8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
- 9 the request.
  
- 10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.
  
- 11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 12 suspended or expelled from the former school district.<sup>2</sup>

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Legal References

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

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Cross References

School Admissions 6.203  
Student Records 6.600

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.409</b>	Issued: <b>08/16/22</b>

1 *General*

2 The Director of Schools shall:<sup>1</sup>

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

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

12 **REPORTING**

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

19 The report shall include, to the extent known by the reporter:<sup>6</sup>

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

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

27 **CONFIDENTIALITY**

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

## 1 INVESTIGATIONS

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

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### Legal References

1. [TCA 49-6-1601](#); [Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#); [Public Acts of 2022, Chapter No. 841](#)
3. [TCA 37-1-403\(a\)\(1\)](#); [TCA 37-1-412](#); [TCA 37-1-602](#); [TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\)](#); [TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

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### Cross References

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

# Tullahoma City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>08/20/24</b>
		Rescinds: <b>6.4052</b>	Issued: <b>03/16/20</b>

1 *General*

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

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

12 **PARENTAL NOTIFICATION**

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

15 **PROCEDURES**

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

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Legal References

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

REVENUE	FY 24	FY 24	FY 24
ACCOUNT NUMBER	Budget (amended 8.15.23)	Actual Through JUNE	Budget (revised - 8/20/24)
UNDESIGNATED FUND BALANCE	300,000	0	0
<b>40100 COUNTY TAXES</b>			
40110 CURRENT PROPERTY TAX-COFFEE CO.	6,128,011	6,761,618	6,350,000
40111 CURRENT PROPERTY TAX -FRANKLIN CO.	190,000	234,115	230,000
40120 TRUSTEE'S COLLECTION-PRIOR YEAR	150,000	103,050	103,050
40130 CIRCUIT CLERK/C&M-PRIOR YEAR	27,500	30,274	27,500
40140 INTEREST & PENALTY	42,000	32,884	31,000
40161 PAYMENTS IN LIEU-TVA	100,000	97,796	97,430
<b>TOTALS ACCOUNT NUMBER 40100</b>	<b>6,637,511</b>	<b>7,259,737</b>	<b>6,838,980</b>
<b>40600 CITY SCHOOL DISTRICT REVENUES</b>			
40710 LOCAL OPTION SALES TAX	5,440,238	6,839,479	6,700,000
<b>TOTALS ACCOUNT NUMBERS 40600/40700</b>	<b>5,440,238</b>	<b>6,839,479</b>	<b>6,700,000</b>
		<b>0</b>	
<b>41000 LICENSES &amp; PERMITS</b>			
41110 MARRIAGE LICENSES	1,300	1,687	1,300
<b>TOTALS ACCOUNT NUMBER 41000</b>	<b>1,300</b>	<b>1,687</b>	<b>1,300</b>
<b>43000 CHARGES FOR SERVICES</b>			
43511 TUITION-REGULAR DAY STUDENTS	196,500	191,588	191,588
43570 RECEIPTS FROM INDIVIDUAL SCHOOLS	5,000	42,226	5,000
43990 OTHER CHARGES FOR SERVICES			
<b>TOTALS ACCOUNT NUMBER 43000</b>	<b>201,500</b>	<b>233,814</b>	<b>196,588</b>
<b>44000 OTHER LOCAL REVENUE</b>			
44110 INTEREST EARNED	85,000	283,701	225,000
44170 OTHER REVENUE	0	1,225	0
44300 NURSING REIMBURSEMENT	0	209,488	150,000
44520 INSURANCE RECOVERY	0	2,328	0
44530 SALE OF EQUIPMENT	0	6,105	0
44560 DAMAGES RECOVERED FROM INDIVIDUALS	0	928	0
44570 CONTRIBUTIONS & GIFTS	23,000	28,231	23,000
44570 CONTRIBUTIONS & GIFTS - TEF	0	0	0
44900 CITY LIQUOR TAX	78,000	80,848	80,000
<b>TOTALS ACCOUNT NUMBER 44000</b>	<b>186,000</b>	<b>612,853</b>	<b>478,000</b>
<b>46500 STATE EDUCATION FUNDS</b>			
46510 TENNESSEE INVESTMENT IN STUDENT ACHI	23,357,557	23,630,371	23,400,000
46515 PRE-K	376,591	376,592	376,591
46550 DRIVERS ED	0	11,195	7,500
46590 OTHER STATE EDUCATION FUNDS-CSH	0		0
46592 INTERNET CONNECTIVITY	0		0
46595 STUDENT MANAGEMENT SYSTEM	0		0
46610 CAREER LADDER	60,000	43,742	43,742
<b>TOTALS ACCOUNT NUMBER 46500</b>	<b>23,794,148</b>	<b>24,061,900</b>	<b>23,827,833</b>



<b>71100 REGULAR EDUCATIONAL PROGRAM</b>			
116 TEACHERS	13,071,240	13,093,395	13,096,000
117 CAREER LADDER	30,548	29,233	30,548
163 EDUCATIONAL ASSISTANTS	1,114,730	1,144,783	1,146,000
195 SUBSTITUTE TEACHERS	330,000	327,345	330,000
201 SOCIAL SECURITY	901,884	842,549	844,500
204 STATE RETIREMENT	1,149,962	1,016,696	1,018,000
206 LIFE INSURANCE	22,355	22,743	23,000
207 MEDICAL INSURANCE	2,301,757	2,343,028	2,345,000
208 DENTAL INSURANCE	63,675	60,164	63,675
299 VISION INSURANCE	23,057	22,266	23,057
212 MEDICARE	210,925	200,733	202,000
355 TRAVEL	20,000	10,840	11,000
399 Other Contracted Services	0	8,164	9,000
429 INSTRUCTIONAL SUPPLIES & MATERIALS	364,500	371,082	374,000
449 TEXTBOOKS	400,000	299,457	302,000
499 - Other Supplies & Materials	0	23,507	23,750
524 STAFF DEVELOPMENT	10,000	5,137	5,658
599 OTHER CHARGES	115,000	139,992	140,500
722 REGULAR INSTRUCTIONAL EQUIPMENT	791,000	793,412	810,000
<b>TOTAL 71100 ACCOUNT</b>	<b>20,920,632</b>	<b>20,754,525</b>	<b>20,797,688</b>
<b>71200 SPECIAL EDUCATION PROGRAM</b>			
116 TEACHERS	1,886,322	1,858,842	1,870,000
117 CAREER LADDER	3,000	2,000	3,000
162 CLERICAL PERSONNEL	0	0	0
163 EDUCATIONAL ASSISTANTS	872,158	876,206	876,300
171 SPEECH PATHOLOGISTS	94,241	106,246	106,300
189 OTHER SALARIES		4,084	4,085
195 SUBSTITUTE TEACHERS	70,000	82,338	82,339
201 SOCIAL SECURITY	179,039	169,300	170,000
204 STATE RETIREMENT	213,832	209,379	213,832
206 LIFE INSURANCE	6,013	6,078	6,100
207 MEDICAL INSURANCE	548,990	630,826	635,000
208 DENTAL INSURANCE	17,192	17,581	17,582
212 MEDICARE	41,872	39,877	41,872
299 VISION INSURANCE	6,215	6,573	6,574
312 CONTRACTS WITH PRIVATE AGENCIES	146,000	0	0
429 INSTRUCTIONAL SUPPLIES & MATERIALS	32,000	32,238	32,500
499 OTHER INSTRUCTIONAL SUPPLIES	32,500	36,235	36,500
599 OTHER CHARGES	0	1,137	1,200
725 SPECIAL EDUCATION EQUIPMENT	10,000	13,146	13,150
APPROX AMOUNT FROM SPED TRANSFER			
<b>TOTAL 71200 ACCOUNT</b>	<b>4,159,375</b>	<b>4,092,085</b>	<b>4,116,334</b>
<b>71300 VOCATIONAL EDUCATION PROGRAM</b>			
105 SUPERVISOR/DIRECTOR	110,174	110,172	110,174
116 TEACHERS	532,460	515,951	532,460
117 CAREER LADDER	1,000	1,000	1,000
201 SOCIAL SECURITY	39,905	36,263	36,500
204 STATE RETIREMENT	55,693	45,565	46,000

206 LIFE INSURANCE	737	828	850
207 MEDICAL INSURANCE	89,965	96,447	96,500
208 DENTAL INSURANCE	2,220	2,354	2,355
299 VISION INSURANCE	787	835	945
212 MEDICARE	9,333	8,481	8,500
355 TRAVEL	12,000	12,000	12,000
429 INSTRUCTIONAL SUPPLIES AND MATERIALS	15,000	20,011	21,000
599 OTHER CHARGES	5,000	2,183	5,000
730 VOC EQUIPMENT	0	0	0
<b>TOTAL 71300 ACCOUNT</b>	<b>874,274</b>	<b>852,090</b>	<b>873,284</b>
<b>72110 ATTENDANCE</b>			
105 SUPERVISOR/DIRECTOR	103,380	102,440	103,380
162 CLERICAL PERSONNEL	44,200	38,238	44,200
201 SOCIAL SECURITY	9,150	8,383	9,150
204 STATE RETIREMENT	13,403	9,966	13,403
206 LIFE INSURANCE	192	221	221
207 MEDICAL INSURANCE	10,909	19,915	19,915
208 DENTAL INSURANCE	554	594	600
299 VISION INSURANCE	196	211	215
212 MEDICARE	2,140	1,960	2,140
355 TRAVEL	675	1,155	1,200
499 OTHER SUPPLIES AND MATERIALS	2,000	470	500
524 STAFF DEVELOPMENT	3,000	5,099	5,100
599 OTHER CHARGES	750	5,541	6,000
<b>TOTAL 72110 ACCOUNT</b>	<b>190,549</b>	<b>194,194</b>	<b>206,024</b>
<b>72120 HEALTH SERVICES</b>			
105 SUPERVISOR/DIRECTOR	73,008	76,009	76,010
131 NURSES	416,310	421,588	421,600
201 SOCIAL SECURITY	30,338	28,366	28,500
204 STATE RETIREMENT	34,317	32,836	33,000
206 LIFE INSURANCE	767	774	775
207 MEDICAL INSURANCE	100,869	102,532	102,550
208 DENTAL INSURANCE	2,220	2,112	2,220
299 VISION INSURANCE	787	749	750
212 MEDICARE	7,095	6,634	6,700
355 TRAVEL	300	872	875
413 DRUGS AND MEDICAL SUPPLIES	35,000	11,032	11,500
499 OTHER CHARGES	0	4,984	5,000
524 STAFF DEVELOPMENT	0	7,545	7,600
599 OTHER CHARGES	15,000	6,554	7,000
<b>TOTAL 72120 ACCOUNT</b>	<b>716,010</b>	<b>702,587</b>	<b>704,080</b>
<b>72130 OTHER STUDENT SUPPORT</b>			
117 CAREER LADDER	0	1,000	1,000
123 GUIDANCE PERSONNEL	643,684	667,447	667,500
161 SECRETARY	39,832	40,443	40,450
201 SOCIAL SECURITY	42,378	40,867	40,900
204 STATE RETIREMENT	56,901	48,112	48,250
206 LIFE INSURANCE	959	968	970
207 MEDICAL INSURANCE	97,337	107,370	107,400
208 DENTAL INSURANCE	2,497	2,376	2,497
299 VISION INSURANCE	984	936	984

212 MEDICARE	10,253	9,558	10,253
312 CONTRACTS W/PRIVATE AGENCIES	48,000	76,879	76,900
322 EVALUATION AND TESTING	15,000	97	100
524 STAFF DEVELOPMENT	340	79	80
<b>TOTAL 72130 ACCOUNT</b>	<b>958,164</b>	<b>996,132</b>	<b>997,284</b>
<b>72210 INSTRUCTIONAL STAFF/ REG. INST. PROG.</b>			
105 SUPERVISOR/DIRECTOR	256,808	257,513	258,000
116 Teachers	0	63,634	64,000
117 CAREER LADDER	3,000	2,873	3,000
129 LIBRARIANS	292,476	198,547	200,000
161 SECRETARY	66,320	66,320	66,320
189 Other Salaries	0	3,635	3,700
201 SOCIAL SECURITY	38,353	35,591	35,600
204 STATE RETIREMENT	35,977	38,618	38,650
206 LIFE INSURANCE	507	617	700
207 MEDICAL INSURANCE	51,960	58,584	59,000
208 DENTAL INSURANCE	1,554	1,793	1,800
299 VISION INSURANCE	551	636	700
212 MEDICARE	8,970	8,324	8,970
308 CONSULTANTS	0	0	0
355 TRAVEL	500	1,280	1,300
432 LIBRARY BOOKS	50,000	49,999	50,000
524 STAFF DEVELOPMENT	6,000	19,456	20,000
599 OTHER CHARGES	200	613	1,000
<b>TOTAL 72210 ACCOUNT</b>	<b>813,175</b>	<b>808,033</b>	<b>812,740</b>
<b>72220 SPECIAL EDUCATION PROGRAM</b>			
105 SUPERVISOR/DIRECTOR	120,165	119,873	120,165
117 CAREER LADDER	0	0	0
124 PSYCHOLOGIST	80,000	74,691	80,000
162 CLERICAL PERSONNEL	89,444	95,158	96,000
189 OTHER SALARIES	325,270	294,401	325,270
201 SOCIAL SECURITY	38,122	34,632	38,122
204 STATE RETIREMENT	26,167	36,200	37,000
206 LIFE INSURANCE	475	875	1,000
207 MEDICAL INSURANCE	42,340	86,692	90,000
208 DENTAL INSURANCE	1,376	2,387	2,500
212 MEDICARE	7,619	8,129	8,250
299 VISION INSURANCE	749	846	850
355 TRAVEL	5,000	4,121	5,000
399 OTHER CONTRACTED SERVICES	150,075	75,190	88,528
499 OTHER SUPPLIES & MATERIALS	22,500	24,653	25,000
524 STAFF DEVELOPMENT	34,000	36,787	38,000
599 OTHER CHARGES	10,000	42,570	43,000
<b>TOTAL 72220 ACCOUNT</b>	<b>953,302</b>	<b>937,205</b>	<b>998,685</b>
<b>72250 TECHNOLOGY</b>			
105 SUPERVISOR/DIRECTOR	121,466	125,110	125,110
117 CAREER LADDER	1,000	0	1,000
163 EDUCATIONAL ASSISTANTS	382,166	380,397	382,166
201 SOCIAL SECURITY	31,287	30,318	31,287
204 STATE RETIREMENT	39,770	38,267	39,770
206 LIFE INSURANCE	671	672	672

207 MEDICAL INSURANCE	57,795	59,349	59,500
208 DENTAL INSURANCE	1,942	1,848	1,942
212 MEDICARE	7,317	7,091	7,317
299 VISION INSURANCE	689	655	689
355 TRAVEL	4,000	3,905	4,000
435 OFFICE SUPPLIES	1,000	603	650
524 STAFF DEVELOPMENT	6,000	3,975	6,000
599 OTHER CHARGES	10,000	1,989	10,000
<b>TOTAL 72250 ACCOUNT</b>	<b>665,103</b>	<b>654,180</b>	<b>670,103</b>
<b>72310 GENERAL ADMIN/BD OF EDUCATION</b>			
191 DIRECTOR'S FEE	10,500	10,500	10,500
118 SECRETARY TO BOARD	0	0	
201 SOCIAL SECURITY	651	720	750
205 HSA FRINGE	65,000	0	40,000
206 LIFE INSURANCE	2,655	2,346	2,655
207 MEDICAL INSURANCE	173,227	174,314	176,000
208 DENTAL INSURANCE	11,496	9,163	11,496
299 VISION INSURANCE	3,454	2,562	3,454
210 UNEMPLOYMENT COMPENSATION	10,000	5,091	10,000
211 LOCAL RETIREMENT	650,000	650,000	650,000
212 MEDICARE	152	169	188
217 HYBRID RETIREMENT STABILIZATION		0	0
305 AUDIT SERVICES	35,000	31,308	35,000
320 DUES AND MEMBERSHIP	19,500	16,814	19,500
331 LEGAL SERVICES	39,000	29,250	30,000
355 TRAVEL	4,500	0	4,500
506 LIABILITY INSURANCE	234,552	235,424	235,425
508 PREMIUM ON CORP. SURETY BONDS	2,500	4,976	5,000
510 TRUSTEE COMMISSION	150,000	140,357	150,000
513 WORKMEN'S COMPENSATION	156,522	156,373	156,500
524 STAFF DEVELOPMENT	30,000	33,651	34,000
599 OTHER CHARGES	25,000	27,710	28,000
<b>TOTAL 72310 ACCOUNT</b>	<b>1,623,710</b>	<b>1,530,728</b>	<b>1,602,968</b>
<b>72320 OFFICE OF THE SUPERINTENDENT</b>			
101 ADMINISTRATIVE OFFICER	189,155	189,155	189,155
117 CAREER LADDER	1,400	0	1,400
161 SECRETARY	72,470	72,470	72,470
201 SOCIAL SECURITY	16,308	14,635	16,308
204 STATE RETIREMENT	19,009	18,603	19,009
206 LIFE INSURANCE	192	192	192
207 MEDICAL INSURANCE	6,504	7,350	7,350
208 DENTAL INSURANCE	555	396	555
299 VISION INSURANCE	197	187	197
212 MEDICARE	3,814	3,712	3,814
307 COMMUNICATIONS	150,000	165,330	170,000
348 POSTAL CHARGES	6,000	5,700	6,000
435 OFFICE SUPPLIES	10,000	7,096	10,000
524 STAFF DEVELOPMENT	18,000	10,493	18,000
599 OTHER CHARGES	20,000	19,072	20,000
<b>TOTAL 72320 ACCOUNT</b>	<b>513,604</b>	<b>514,391</b>	<b>534,450</b>

<b>72410 OFFICE OF THE PRINCIPAL</b>			
103 ASSISTANT PRINCIPALS	776,045	680,532	681,000
104 PRINCIPALS	856,750	857,012	857,500
117 CAREER LADDER	3,000	4,083	4,083
161 SECRETARIES	271,920	339,000	339,000
201 SOCIAL SECURITY	118,278	110,669	110,700
204 STATE RETIREMENT	137,355	127,118	127,200
206 LIFE INSURANCE	1,629	2,293	2,300
207 MEDICAL INSURANCE	184,080	246,605	246,605
208 DENTAL INSURANCE	4,717	6,270	6,275
299 VISION INSURANCE	1,672	2,223	2,223
212 MEDICARE	85,847	25,882	25,900
435 OFFICE SUPPLIES	25,000	21,536	22,000
524 STAFF DEVELOPMENT	2,500	2,104	2,500
599 OTHER CHARGES	1,000	80	80
<b>TOTAL 72410 ACCOUNT</b>	<b>2,469,794</b>	<b>2,425,407</b>	<b>2,427,366</b>
<b>72510 FISCAL SERVICES</b>			
105 SUPERVISOR/DIRECTOR	140,812	140,813	140,813
119 BOOKKEEPERS	193,564	193,563	193,564
201 SOCIAL SECURITY	20,731	19,853	20,731
204 STATE RETIREMENT	22,684	22,757	23,000
206 LIFE INSURANCE	383	384	384
207 MEDICAL INSURANCE	36,898	39,462	39,500
208 DENTAL INSURANCE	1,110	1,056	1,110
299 VISION INSURANCE	393	374	393
212 MEDICARE	4,848	4,643	4,848
399 OTHER CONTRACTED SERVICES	47,500	45,884	47,500
435 OFFICE SUPPLIES	3,000	4,888	4,900
524 STAFF DEVELOPMENT	1,500	2,066	2,100
599 Other	0	1,809	2,000
<b>TOTAL 72510 ACCOUNT</b>	<b>473,424</b>	<b>477,553</b>	<b>480,843</b>
<b>72520 HR/PERSONNEL</b>			
105 SUPERVISOR/DIRECTOR	147,240	150,388	150,388
162 CLERICAL PERSONNEL	165,376	152,444	152,500
201 SOCIAL SECURITY	19,382	17,903	18,000
204 STATE RETIREMENT	25,653	22,163	22,200
206 LIFE INSURANCE	386	354	386
207 MEDICAL INSURANCE	42,336	34,931	35,000
208 DENTAL INSURANCE	1,056	792	800
299 VISION INSURANCE	393	351	393
212 MEDICARE	4,533	4,187	4,533
355 TRAVEL	500	950	950
435 OFFICE SUPPLIES	5,000	6,008	6,008
499 OTHER SUPPLIES AND MATERIALS	1,000	0	0
524 STAFF DEVELOPMENT	3,500	10,050	10,100
599 OTHER CHARGES	32,135	46,172	46,500
<b>TOTAL 72520 ACCOUNT</b>	<b>448,490</b>	<b>446,692</b>	<b>447,758</b>
<b>72610 OPERATION OF PLANT</b>			
166 CUSTODIAL PERSONNEL	810,372	832,469	833,000
201 SOCIAL SECURITY	50,243	49,980	50,243
204 STATE RETIREMENT	43,774	47,027	48,000

206 LIFE INSURANCE	2,230	2,200	2,230
207 MEDICAL INSURANCE	205,965	181,751	185,000
208 DENTAL INSURANCE	6,673	5,707	6,673
299 VISION INSURANCE	2,366	2,215	2,366
212 MEDICARE	11,750	11,690	11,750
399 OTHER CONTRACTED SERVICES	800,000	865,027	898,000
410 CUSTODIAL SUPPLIES	150,000	179,124	185,000
415 ELECTRICITY	950,000	977,817	978,500
434 NATURAL GAS	122,000	68,201	69,171
454 WATER AND SEWER	85,000	95,178	96,000
499 Other Supplies and Materials	0	9,854	10,000
599 OTHER CHARGES	2,000	10,704	11,000
<b>TOTAL 72610 ACCOUNT</b>	<b>3,242,373</b>	<b>3,338,945</b>	<b>3,386,933</b>
<b>72620 MAINTENANCE OF PLANT</b>			
189 OTHER SALARIES	618,276	532,134	532,250
201 SOCIAL SECURITY	38,333	32,186	32,200
204 STATE RETIREMENT	34,528	30,639	31,000
206 LIFE INSURANCE	1,054	925	1,054
207 MEDICAL INSURANCE	96,346	83,086	84,000
208 DENTAL INSURANCE	2,775	2,519	2,775
299 VISION INSURANCE	1,082	900	1,082
212 MEDICARE	8,965	7,528	7,575
335 MAINTENANCE AND REPAIR OF BLDGS	460,000	512,390	519,075
336 MAINTENANCE AND REPAIR OF EQUIP	150,000	156,300	161,000
338 MAINTENANCE and REPAIR VEHICLES	0	18,300	18,300
425 GASOLINE	18,000	16,854	18,000
499 OTHER SUPPLIES	1,500	11,439	11,500
717 MAINTENANCE EQUIPMENT	15,000	9,198	9,200
718 MOTOR VEHICLES	82,558	79,601	80,000
<b>TOTAL 72620 ACCOUNT</b>	<b>1,528,418</b>	<b>1,493,999</b>	<b>1,509,011</b>
<b>72710 TRANSPORTATION</b>			
146 BUS DRIVERS	136,000	199,614	200,000
189 OTHER SALARIES AND WAGES	124,000	161,385	161,533
201 SOCIAL SECURITY	16,120	21,664	21,750
204 STATE RETIREMENT	7,153	7,550	7,850
206 LIFE INSURANCE	100	96	100
207 MEDICAL INSURANCE	3,151	7,350	7,400
208 DENTAL INSURANCE	400	288	300
299 VISION INSURANCE	200	94	100
212 MEDICARE	3,770	5,067	5,070
338 MAINTENANCE AND REPAIR OF VEHICLES	35,000	34,076	34,262
425 GASOLINE	42,000	37,540	37,845
511 VEHICLE INSURANCE	0	0	0
599 OTHER CHARGES	14,000	17,629	17,750
717 TRANSPORTATION EQUIPMENT	126,000	126,000	126,000
<b>TOTAL 72710 ACCOUNT</b>	<b>507,894</b>	<b>618,354</b>	<b>619,960</b>
<b>76100 REGULAR CAPITAL OUTLAY</b>			
707 BUILDING IMPROVEMENTS	628,130	1,093,741	1,200,000
<b>TOTAL 76100 ACCOUNT</b>	<b>628,130</b>	<b>1,093,741</b>	<b>1,200,000</b>

<b>TOTAL EXPENDITURES GENERAL PURPOSE FD</b>	<b>41,686,420</b>	<b>41,930,840</b>	<b>42,385,511</b>
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REVENUE	FY25	FY25
ACCOUNT NUMBER	Budget (approved 6/18/24)	Budget Amendment -8/20/24
UNDESIGNATED FUND BALANCE	0	661,561
<b>40100 COUNTY TAXES</b>		
40110 CURRENT PROPERTY TAX-COFFEE CO.	6,250,571	6,250,571
40111 CURRENT PROPERTY TAX -FRANKLIN CO.	199,500	199,500
40120 TRUSTEE'S COLLECTION-PRIOR YEAR	150,000	150,000
40130 CIRCUIT CLERK/C&M-PRIOR YEAR	27,500	27,500
40140 INTEREST & PENALTY	42,000	42,000
40161 PAYMENTS IN LIEU-TVA	100,000	100,000
<b>TOTALS ACCOUNT NUMBER 40100</b>	<b>6,769,571</b>	<b>6,769,571</b>
<b>40600 CITY SCHOOL DISTRICT REVENUES</b>		
40710 LOCAL OPTION SALES TAX	6,186,101	6,619,128
<b>TOTALS ACCOUNT NUMBERS 40600/40700</b>	<b>6,186,101</b>	<b>6,619,128</b>
<b>41000 LICENSES &amp; PERMITS</b>		
41110 MARRIAGE LICENSES	1,350	1,350
<b>TOTALS ACCOUNT NUMBER 41000</b>	<b>1,350</b>	<b>1,350</b>
<b>43000 CHARGES FOR SERVICES</b>		
43511 TUITION-REGULAR DAY STUDENTS	196,500	196,500
43570 RECEIPTS FROM INDIVIDUAL SCHOOLS	5,000	5,000
43990 OTHER CHARGES FOR SERVICES		
<b>TOTALS ACCOUNT NUMBER 43000</b>	<b>201,500</b>	<b>201,500</b>
<b>44000 OTHER LOCAL REVENUE</b>		
44110 INTEREST EARNED	120,000	120,000
44170 OTHER REVENUE	0	0
44300 NURSING REIMBURSEMENT	65,000	65,000
44520 INSURANCE RECOVERY	0	0
44530 SALE OF EQUIPMENT	0	0
44560 DAMAGES RECOVERED FROM INDIVIDUALS	0	0
44570 CONTRIBUTIONS & GIFTS	23,000	23,000
44570 CONTRIBUTIONS & GIFTS - TEF	0	0
44900 CITY LIQUOR TAX	79,000	79,000
<b>TOTALS ACCOUNT NUMBER 44000</b>	<b>287,000</b>	<b>287,000</b>
<b>46500 STATE EDUCATION FUNDS</b>		
46510 TENNESSEE INVESTMENT IN STUDENT ACHIE	24,732,866	24,605,079
46515 PRE-K	376,591	379,675
46590 OTHER STATE EDUCATION FUNDS-CSH	0	0
46592 INTERNET CONNECTIVITY	0	0
46595 STUDENT MANAGEMENT SYSTEM	0	0
46610 CAREER LADDER	60,000	60,000



<b>EXPENDITURES</b>	<b>FY25</b>	<b>FY25</b>
<b>ACCOUNT NUMBER</b>	<b>Budget (approved 6/18/24)</b>	<b>Budget Amendment -8/20/24</b>
<b>71100 REGULAR EDUCATIONAL PROGRAM</b>		
116 TEACHERS	14,191,420	14,191,420
117 CAREER LADDER	30,000	30,000
163 EDUCATIONAL ASSISTANTS	1,338,460	1,338,460
195 SUBSTITUTE TEACHERS	330,000	330,000
201 SOCIAL SECURITY	985,173	985,173
204 STATE RETIREMENT	1,117,199	1,117,199
206 LIFE INSURANCE	23,431	23,431
207 MEDICAL INSURANCE	2,453,888	2,453,888
208 DENTAL INSURANCE	62,984	62,984
299 VISION INSURANCE	23,288	23,288
212 MEDICARE	230,403	230,403
355 TRAVEL	17,500	0
429 INSTRUCTIONAL SUPPLIES & MATERIALS	352,000	372,000
449 TEXTBOOKS	400,000	400,000
499 - Other Supplies & Materials	12,500	12,500
524 STAFF DEVELOPMENT	10,000	10,000
599 OTHER CHARGES	115,000	115,000
722 REGULAR INSTRUCTIONAL EQUIPMENT	791,000	791,000
<b>TOTAL 71100 ACCOUNT</b>	<b>22,484,246</b>	<b>22,486,746</b>
<b>71200 SPECIAL EDUCATION PROGRAM</b>		
116 TEACHERS	1,896,333	1,896,333
117 CAREER LADDER	3,000	3,000
162 CLERICAL PERSONNEL	0	0
163 EDUCATIONAL ASSISTANTS	893,742	893,742
171 SPEECH PATHOLOGISTS	121,197	121,197
189 OTHER SALARIES	0	0
195 SUBSTITUTE TEACHERS	70,000	70,000
201 SOCIAL SECURITY	185,046	185,046
204 STATE RETIREMENT	204,022	204,022
206 LIFE INSURANCE	6,309	6,309
207 MEDICAL INSURANCE	642,234	642,234
208 DENTAL INSURANCE	17,133	17,133
212 MEDICARE	43,277	43,277
299 VISION INSURANCE	6,272	6,272
312 CONTRACTS WITH PRIVATE AGENCIES	50,000	50,000
429 INSTRUCTIONAL SUPPLIES & MATERIALS	50,000	50,000
499 OTHER INSTRUCTIONAL SUPPLIES	32,500	32,500
599 OTHER CHARGES	0	0
725 SPECIAL EDUCATION EQUIPMENT	10,000	10,000
APPROX AMOUNT FROM SPED TRANSFER		
<b>TOTAL 71200 ACCOUNT</b>	<b>4,231,065</b>	<b>4,231,065</b>

<b>71300 VOCATIONAL EDUCATION PROGRAM</b>		
105 SUPERVISOR/DIRECTOR	113,792	113,792
116 TEACHERS	599,208	599,208
117 CAREER LADDER	1,000	1,000
201 SOCIAL SECURITY	44,268	44,268
204 STATE RETIREMENT	52,979	52,979
206 LIFE INSURANCE	867	867
207 MEDICAL INSURANCE	102,322	102,322
208 DENTAL INSURANCE	2,497	2,497
299 VISION INSURANCE	885	885
212 MEDICARE	10,353	10,353
355 TRAVEL	12,000	12,000
429 INSTRUCTIONAL SUPPLIES AND MATERIALS	15,000	15,000
599 OTHER CHARGES	5,000	5,000
730 VOC EQUIPMENT	0	0
<b>TOTAL 71300 ACCOUNT</b>	<b>960,171</b>	<b>960,171</b>
<b>72110 ATTENDANCE</b>		
105 SUPERVISOR/DIRECTOR	106,639	106,639
162 CLERICAL PERSONNEL	34,653	34,653
201 SOCIAL SECURITY	8,760	8,760
204 STATE RETIREMENT	9,933	9,933
206 LIFE INSURANCE	192	192
207 MEDICAL INSURANCE	15,689	15,689
208 DENTAL INSURANCE	554	554
299 VISION INSURANCE	196	196
212 MEDICARE	2,049	2,049
355 TRAVEL	750	750
499 OTHER SUPPLIES AND MATERIALS	2,000	2,000
524 STAFF DEVELOPMENT	4,500	4,500
599 OTHER CHARGES	750	750
<b>TOTAL 72110 ACCOUNT</b>	<b>186,665</b>	<b>186,665</b>
<b>72120 HEALTH SERVICES</b>		
105 SUPERVISOR/DIRECTOR	74,468	74,468
131 NURSES	429,462	429,462
201 SOCIAL SECURITY	31,244	31,244
204 STATE RETIREMENT	33,511	33,511
206 LIFE INSURANCE	803	803
207 MEDICAL INSURANCE	107,867	107,867
208 DENTAL INSURANCE	2,220	2,220
299 VISION INSURANCE	2,220	2,220
212 MEDICARE	7,307	7,307
355 TRAVEL	300	300
413 DRUGS AND MEDICAL SUPPLIES	35,000	35,000
499 OTHER CHARGES	9,500	9,500
524 STAFF DEVELOPMENT	5,200	5,200
<b>TOTAL 72120 ACCOUNT</b>	<b>739,102</b>	<b>739,102</b>

<b>72130 OTHER STUDENT SUPPORT</b>		
117 CAREER LADDER	2,000	2,000
123 GUIDANCE PERSONNEL	699,892	699,892
161 SECRETARY	30,964	30,964
201 SOCIAL SECURITY	45,437	45,437
204 STATE RETIREMENT	49,101	49,101
206 LIFE INSURANCE	1,004	1,004
207 MEDICAL INSURANCE	111,174	111,174
208 DENTAL INSURANCE	2,497	2,497
299 VISION INSURANCE	984	984
212 MEDICARE	10,626	10,626
312 CONTRACTS W/PRIVATE AGENCIES	79,545	79,545
322 EVALUATION AND TESTING	15,000	15,000
524 STAFF DEVELOPMENT	340	340
<b>TOTAL 72130 ACCOUNT</b>	<b>1,048,564</b>	<b>1,048,564</b>
<b>72210 INSTRUCTIONAL STAFF/ REG. INST. PROG.</b>		
105 SUPERVISOR/DIRECTOR	270,518	270,518
117 CAREER LADDER	3,000	3,000
129 LIBRARIANS	290,178	290,178
161 SECRETARY	69,677	69,677
201 SOCIAL SECURITY	39,269	39,269
204 STATE RETIREMENT	44,019	44,019
206 LIFE INSURANCE	610	610
207 MEDICAL INSURANCE	58,152	58,152
208 DENTAL INSURANCE	1,761	1,761
299 VISION INSURANCE	1,761	1,761
212 MEDICARE	9,184	9,184
355 TRAVEL	500	18,000
432 LIBRARY BOOKS	50,000	50,000
524 STAFF DEVELOPMENT	7,000	7,000
599 OTHER CHARGES	500	800
<b>TOTAL 72210 ACCOUNT</b>	<b>846,129</b>	<b>863,929</b>
<b>72220 SPECIAL EDUCATION PROGRAM</b>		
105 SUPERVISOR/DIRECTOR	117,502	117,502
117 CAREER LADDER	0	0
124 PSYCHOLOGIST	54,497	54,497
162 CLERICAL PERSONNEL	99,828	99,828
189 OTHER SALARIES	301,835	301,835
201 SOCIAL SECURITY	35,567	35,567
204 STATE RETIREMENT	34,993	34,993
206 LIFE INSURANCE	788	788
207 MEDICAL INSURANCE	81,001	81,001
208 DENTAL INSURANCE	2,198	2,198
212 MEDICARE	6,871	6,871
299 VISION INSURANCE	749	749
355 TRAVEL	3,000	3,000
399 OTHER CONTRACTED SERVICES	75,000	75,000
499 OTHER SUPPLIES & MATERIALS	22,500	22,500
524 STAFF DEVELOPMENT	37,500	37,500

599 OTHER CHARGES	26,500	26,500
<b>TOTAL 72220 ACCOUNT</b>	<b>900,329</b>	<b>900,329</b>
<b>72250 TECHNOLOGY</b>		
105 SUPERVISOR/DIRECTOR	131,439	131,439
117 CAREER LADDER	0	0
163 EDUCATIONAL ASSISTANTS	399,649	399,649
201 SOCIAL SECURITY	32,927	32,927
204 STATE RETIREMENT	40,203	40,203
206 LIFE INSURANCE	699	699
207 MEDICAL INSURANCE	62,532	62,532
208 DENTAL INSURANCE	1,942	1,942
212 MEDICARE	7,701	7,701
299 VISION INSURANCE	688	688
355 TRAVEL	4,000	4,000
435 OFFICE SUPPLIES	1,000	1,000
524 STAFF DEVELOPMENT	6,500	6,500
599 OTHER CHARGES	8,000	8,000
<b>TOTAL 72250 ACCOUNT</b>	<b>697,280</b>	<b>697,280</b>
<b>72310 GENERAL ADMIN/BD OF EDUCATION</b>		
191 DIRECTOR'S FEE	10,500	10,500
118 SECRETARY TO BOARD	0	0
201 SOCIAL SECURITY	651	651
205 HSA FRINGE	65,000	65,000
206 LIFE INSURANCE	0	0
207 MEDICAL INSURANCE	184,763	184,763
208 DENTAL INSURANCE	10,678	10,678
299 VISION INSURANCE	2,822	2,822
210 UNEMPLOYMENT COMPENSATION	10,000	10,000
211 LOCAL RETIREMENT	650,000	650,000
212 MEDICARE	152	152
217 HYBRID RETIREMENT STABILIZATION		
305 AUDIT SERVICES	48,500	48,500
320 DUES AND MEMBERSHIP	19,500	19,500
331 LEGAL SERVICES	27,000	27,000
355 TRAVEL	4,500	4,500
506 LIABILITY INSURANCE	269,735	340,884
508 PREMIUM ON CORP. SURETY BONDS	2,500	2,500
510 TRUSTEE COMMISSION	150,000	150,000
513 WORKMEN'S COMPENSATION	180,000	142,125
524 STAFF DEVELOPMENT	30,000	30,000
599 OTHER CHARGES	25,000	25,000
<b>TOTAL 72310 ACCOUNT</b>	<b>1,691,301</b>	<b>1,724,575</b>
<b>72320 OFFICE OF THE SUPERINTENDENT</b>		
101 ADMINISTRATIVE OFFICER	192,938	192,938
117 CAREER LADDER	0	0
161 SECRETARY	76,137	76,137

201 SOCIAL SECURITY	16,683	16,683
204 STATE RETIREMENT	19,158	19,158
206 LIFE INSURANCE	200	200
207 MEDICAL INSURANCE	7,752	7,752
208 DENTAL INSURANCE	444	444
299 VISION INSURANCE	197	197
212 MEDICARE	3,902	3,902
307 COMMUNICATIONS	150,000	150,000
348 POSTAL CHARGES	6,000	6,000
355 TRAVEL	3,500	3,500
435 OFFICE SUPPLIES	10,000	10,000
524 STAFF DEVELOPMENT	18,000	18,000
599 OTHER CHARGES	18,000	18,000
<b>TOTAL 72320 ACCOUNT</b>	<b>522,911</b>	<b>522,911</b>
<b>72410 OFFICE OF THE PRINCIPAL</b>		
103 ASSISTANT PRINCIPALS	801,681	801,681
104 PRINCIPALS	876,712	876,712
117 CAREER LADDER	3,000	3,000
161 SECRETARIES	387,649	387,649
201 SOCIAL SECURITY	128,281	128,281
204 STATE RETIREMENT	134,281	134,281
206 LIFE INSURANCE	2,214	2,214
207 MEDICAL INSURANCE	243,246	243,246
208 DENTAL INSURANCE	6,133	6,133
299 VISION INSURANCE	2,175	2,175
212 MEDICARE	30,001	30,001
435 OFFICE SUPPLIES	25,000	25,000
524 STAFF DEVELOPMENT	2,500	2,500
599 OTHER CHARGES	1,000	1,000
<b>TOTAL 72410 ACCOUNT</b>	<b>2,643,873</b>	<b>2,643,873</b>
<b>72510 FISCAL SERVICES</b>		
105 SUPERVISOR/DIRECTOR	147,938	147,938
119 BOOKKEEPERS	203,357	203,357
201 SOCIAL SECURITY	21,780	21,780
204 STATE RETIREMENT	23,923	23,923
206 LIFE INSURANCE	399	399
207 MEDICAL INSURANCE	41,610	41,610
208 DENTAL INSURANCE	1,110	1,110
299 VISION INSURANCE	393	393
212 MEDICARE	5,094	5,094
355 TRAVEL	300	300
399 OTHER CONTRACTED SERVICES	47,500	47,500
435 OFFICE SUPPLIES	3,500	3,500
524 STAFF DEVELOPMENT	1,500	1,500
599 Other	1,500	1,500
<b>TOTAL 72510 ACCOUNT</b>	<b>499,904</b>	<b>499,904</b>
<b>72520 HR/PERSONNEL</b>		

105 SUPERVISOR/DIRECTOR	156,947	156,947
162 CLERICAL PERSONNEL	169,266	169,266
201 SOCIAL SECURITY	20,225	20,225
204 STATE RETIREMENT	23,846	23,846
206 LIFE INSURANCE	460	460
207 MEDICAL INSURANCE	36,776	36,776
208 DENTAL INSURANCE	1,056	1,056
299 VISION INSURANCE	393	393
212 MEDICARE	4,730	4,730
355 TRAVEL	1,000	1,000
435 OFFICE SUPPLIES	5,000	5,000
499 OTHER SUPPLIES AND MATERIALS	1,000	1,000
524 STAFF DEVELOPMENT	4,500	4,500
599 OTHER CHARGES	32,135	32,135
<b>TOTAL 72110 ACCOUNT</b>	<b>457,334</b>	<b>457,334</b>
<b>72610 OPERATION OF PLANT</b>		
166 CUSTODIAL PERSONNEL	838,713	838,713
201 SOCIAL SECURITY	52,000	52,000
204 STATE RETIREMENT	47,639	47,639
206 LIFE INSURANCE	2,271	2,271
207 MEDICAL INSURANCE	191,005	191,005
208 DENTAL INSURANCE	6,018	6,018
299 VISION INSURANCE	2,312	2,312
212 MEDICARE	12,161	12,161
399 OTHER CONTRACTED SERVICES	850,000	967,841
410 CUSTODIAL SUPPLIES	150,000	150,000
415 ELECTRICITY	1,000,000	1,000,000
434 NATURAL GAS	122,000	122,000
454 WATER AND SEWER	85,000	85,000
599 OTHER CHARGES	8,000	8,000
<b>TOTAL 72610 ACCOUNT</b>	<b>3,367,119</b>	<b>3,484,960</b>
<b>72620 MAINTENANCE OF PLANT</b>		
189 OTHER SALARIES	645,393	645,393
201 SOCIAL SECURITY	40,014	40,014
204 STATE RETIREMENT	37,110	37,110
206 LIFE INSURANCE	954	954
207 MEDICAL INSURANCE	86,851	86,851
208 DENTAL INSURANCE	2,622	2,622
299 VISION INSURANCE	940	940
212 MEDICARE	9,358	9,358
335 MAINTENANCE AND REPAIR OF BLDGS	460,000	460,000
336 MAINTENANCE AND REPAIR OF EQUIP	150,000	150,000
338 Maintenance and Repair Vehicles	12,500	12,500
425 GASOLINE	16,000	16,000
499 OTHER SUPPLIES	10,000	10,000
717 MAINTENANCE EQUIPMENT	15,000	15,000
718 MOTOR VEHICLES	50,000	50,000
<b>TOTAL 72620 ACCOUNT</b>	<b>1,536,742</b>	<b>1,536,742</b>

<b>72710 TRANSPORTATION</b>		
146 BUS DRIVERS	185,000	185,000
189 OTHER SALARIES AND WAGES	150,000	150,000
201 SOCIAL SECURITY	20,770	20,770
204 STATE RETIREMENT	7,236	7,236
206 LIFE INSURANCE	100	100
207 MEDICAL INSURANCE	7,811	7,811
208 DENTAL INSURANCE	400	400
299 VISION INSURANCE	200	200
212 MEDICARE	4,858	4,858
338 MAINTENANCE AND REPAIR OF VEHICLES	35,000	35,000
425 GASOLINE	35,000	35,000
511 VEHICLE INSURANCE	0	0
599 OTHER CHARGES	14,000	14,000
717 TRANSPORTATION EQUIPMENT	145,000	145,000
<b>TOTAL 72710 ACCOUNT</b>	<b>605,375</b>	<b>605,375</b>
<b>76100 REGULAR CAPITAL OUTLAY</b>		
707 BUILDING IMPROVEMENTS	170,585	660,368
<b>TOTAL 76100 ACCOUNT</b>	<b>170,585</b>	<b>660,368</b>
<b>TOTAL EXPENDITURES GENERAL PURPOSE FD</b>	<b>43,588,695</b>	<b>44,249,893</b>

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## *Visitor Code of Conduct*

Visitors are permitted in the school during appropriate times, including school programs, athletic events, open houses, other similar public events, volunteer work, conferences, and meetings.

All visitors shall adhere to the following expectations:

- All visitors shall report to the front office and sign in.
- Visitors' driver's licenses or state-issued photo IDs will be scanned to enter the school building.
- Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee.
- Visitor passes/badges will be issued to persons other than students and school employees.

Additionally, the following behaviors will not be tolerated by any visitor under any circumstances:

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

Anyone failing to abide by these expectations will be asked to leave and, depending on the circumstances, may be prohibited from coming onto school property in the future.

For questions regarding the Visitor Code of Conduct, please contact:

Principal Name: \_\_\_\_\_

School Phone Number: \_\_\_\_\_



## Artificial Intelligence (AI) Program Report

Our district is enforcing BOE Policy 4.214 using the procedures outlined below.

In our district, generative AI websites are allowed for staff members but are currently blocked for students. We recognize the evolving nature of these tools and understand the importance of monitoring them effectively. As such, we perform monthly checks using Google searches to identify any new generative AI websites that may have come online.

To enhance this process, we have reached out to Impero Content Keeper to explore the possibility of adding a category filter specifically for generative AI websites. This would allow us to automatically block new sites as they emerge. However, until such a filter is available, the process of identifying and blocking these websites will remain manual.

### **Websites Allowed for Staff/Blocked for Students**

perplexity.ai  
dashboard.cohere.com  
beautiful.ai/login  
www.anthropic.com  
login.framer.com  
alternativeto.net  
vitalentum.net  
midjourney.com  
zapier.com  
llama.meta.com  
tome.app/signup  
app.wordtune.com  
anonchatgpt.com  
nomic.ai  
deepai.org  
go.anyword.com/login  
iask.ai  
claude.ai  
beta.theb.ai  
notion.so/login  
meta.ai  
suno.com  
users.wix.com  
bomgar.com  
producthunt.com  
learn.copy.ai/users/sign\_in  
soundraw.io/users/sign\_in

dafont.com  
character.ai  
poe.com  
x.ai  
lydqhgdzhvsqldcofdxi.supabase.co  
web.youchat.com  
app.writesonic.com  
alphacode.deepmind.com  
gemini.google.com  
toolbaz.com  
stabilityai.us.auth0.com  
flawlessly.ai  
app.synthesia.io  
login.pixelz.com  
chat.lmsys.org  
gptgo.ai  
pi.ai  
app.runwayml.com/login  
codeium.com  
github.com  
teach-anything.com  
otter.ai  
picoapps.xyz  
chatpdf.com  
noowai.com  
app.jasper.ai  
elevenlabs.io/app/sign-in  
auth.openai.com  
app.shortwave.com/login  
filmora.wondershare.com  
phind.com/api/auth/signin  
chat.openai.com  
copilot.microsoft.com  
generativeai.net/account/login  
quillbot.com  
serp.ai  
murf.ai  
designs.ai  
app.neuro-flash.com/login  
accounts.appypie.com/login  
app.reclaim.ai/login  
ada.cx  
app.fireflies.ai/login  
home.claralabs.com/login

ai-sensei.com  
wombo.ai  
dream.ai  
craiyon.com



**Agenda Items by Month 2024-2025**

<b>January</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Insurance Rebids (as recommended by admin)		Teacher of the Year Recognition	
2025-2026 Budget	Discussion	2025-2026 Budget	Discussion
Board Policy Review 4	Yearly review	Board Policy Review 4	Action if necessary
		Disciplinary Hearing Authority (Policy 6.316)	Annual Board Action
Board Winter Retreat		Tenure	Annual Board Action
Study Session for the purpose of Board Self Evaluation (Policy 1.103)	To occur immediately following the adjournment of the January Board Meeting		

<b>February</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Individual Board Member Meeting with DOS	Schedule with Angel	Principal and Assistant Principal Recognition	
2025-2026 Budget	Discussion	2025-2026 Budget	Discussion
Board Policy Review 5	Yearly review	Board Policy Review 5	Action if necessary
		Annual Club Sports (Fall/Spring)	Board Action Required
		System-wide Professional Learning Plan	Annual Board Action Required 5.113

<b>March</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
2025-2026 Budget	Discussion	2025-2026 Budget	Discussion
		200 Day Accountability	Consent item
Board Policy Review	Yearly review	Board Policy Review	Action if necessary
	Out to board March 25, 2025 Due back		

DOS Evaluations	March 31, 2025	Trustees for Non-Certified Retirement	Board Action Required
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<b>April</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Consideration of DOS Contract/Contract Extension		Public Notice of Intent to Consider in May	
		Volunteer of the Year Recognition	
2025-2026 Budget	Discussion	2025-2026 Budget	Discussion
		Textbook Adoption	Consent item
Board Policy Review	Yearly review	Board Policy Review	Action if necessary
DOS Evaluation Review Week of 4/7/2025		Accept DOS Evaluation	Board Action
Review tuition fees for the upcoming school year	Yearly review	Approve tuition fees for the upcoming school year	Board Action Required
		Milk Bids for School Nutrition (when renewal ends)	Board Action Required

<b>May</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
2025-2026 Budget	Discussion	2024-2025 Budget	Discussion
		DOS Surety Bond	Consent item
		Holland Awards	Consent item
		Wollman-Armstrong Scholarships	Consent item
Board Policy Review	Yearly review	Board Policy Review	Action if necessary
		Consideration of DOS Contract/Contract Extension	Board Action Required (first on agenda)
Finance Committee Meeting (To meet before the May BOE meeting)		Audit Results/Finance Committee Report	Board Action Required

<b>June</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Summer Board Retreat		Instructional Fees	Consent item

Strategic plan submitted by DOS	Discussion at Summer Retreat	Consolidated Application for Federal Funding	Consent item
Clyde Smith Jr. Leadership Award	Discussion at Summer Retreat	LCLA Budget	Consent item
		Kool Kids Budget	Consent item
		Food Services Budget	Consent item
Board Policy Review	Yearly review	Board Policy Review	Action if necessary
2025-2026 Budget	Discussion	2025-2026 Budget	Board Action Required
2025-2026 Board Event Calendar	Discussion	2025-2026 Board Event Calendar	Board Action Required
2025-2026 Board Agenda Items by Month	Discussion	2025-2026 Board Agenda Items by Month	Board Action Required
Review of Fee Schedule for Use of School Facilities (Policy 3.206)		Approval of Fee Schedule for Use of School Facilities (Policy 3.206)	Board Action Required
Differentiated Pay Plan	Yearly review	Differentiated Pay Plan	Annual Board Action Required 5.1101
Artificial Intelligence Report per policy 4.214	Yearly review	Artificial Intelligence Enforcement Report	Annual Board Action Required 4.214
		Building Reports by Board	Board Meeting Info Item

<b>July</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
No Activities/Meeting if Required			
Evaluation tool presented to DOS by July 30 for the upcoming year			

<b>August</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Board School Assignments			
Work Group Appointments			
Board Policy Review 6	Yearly review	Board Policy Review 6	Action if necessary
		Clyde Smith Jr. Leadership Award	Board Action Required
Health Insurance Premium Cap	Discussion	Health Insurance Premium Cap	Board Action Required

<b>September</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Board Policy Review 3	Yearly Review	Board Policy Review 3	Board Action if Necessary
		Board Election of Officers	
		School Compliance Report	Consent Item
		Depositories	Consent Item
		2023-2024 Unpaid Food Service Charges	Consent Item
		Appointment of Attorneys	Board Action Required

<b>October</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
		Clyde Smith Jr. Leadership Award Reception	
Board Policy Section 1	Yearly Review	Board Policy Section 1	Board Action If Necessary
Delegates to TSBA Convention	Discussion	Approval of Spring Club Sports	Board Action Required

<b>November</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
Board Policy Section 2	Yearly Review	Board Policy Section 2	Board Action If Necessary

<b>December</b>			
<b>For Study/Review</b>		<b>Board Meeting</b>	
No Activities/Meeting if Required			

AS 7/11/2024

## Personnel - July/August 2024

### Hires

Kayla Thorton	CSS	Cafeteria Worker	07/24/2024
Lisa Beasley	BAE/JTF	Educational Assistant/Library	08/12/2024
McKenna Buckner	BAE	Part-Time Title I EA	07/24/2024
Lisa Madsen	BAE	Cafeteria Worker	07/24/2024
Holly Wiggs	BAE	Educational Assistant	07/24/2024
Chasity Coakley	ELE	Cafeteria Worker	08/05/2024
Martha Cooper	ELE	VPK EA	07/24/2024
Stephanie Hudson	ELE	2nd Grade Teacher	07/24/2024
April Malone	ELE	EA/RTI	08/19/2024
Jill Reed	ELE	Front Office/EA	07/24/2024
Danny Buckner	EMS	Custodian	07/22/2024
Richard Crouch	EMS/WMS	Girls Wrestling Coach	08/20/2024
Evan Zach Knight	EMS/WMS	Boys Wrestling Coach	08/20/2024
Katelyn Barfield	JTF	Title I RTI EA	07/24/2024
Lacrecia Eason	JTF	Title I RTI EA	07/24/2024
Jennifer Lee	JTF	Nutrition Worker	07/24/2024
Crystal Gordan	REL	Resource EA	07/31/2024
Michele Oman	REL	1st Grade Teacher	07/24/2024
Donna Agee	THS	Educational Assistant/RTI	08/26/2024
Heather Artman	THS	Educational Assistant/Sped	08/26/2024
Tiffany Church	THS	RTI Teacher	07/24/2024
Spencer Hill	THS	Spanish Teacher	07/24/2024
Stephanie Holt	THS	Sped EA	08/06/2024
Bonnie Levi	THS	Digital Arts Teacher/CTE	07/24/2024
Jonathan Johnson	THS	Band Director	07/24/2024
Emily May-Ragland	THS	Art Teacher	07/24/2024
Brandy Patterson	THS	Cafeteria Worker	08/05/2024
Kathy Bice	WMS	Cafeteria Worker	07/24/2024
Jodi Bradford	WMS	Front Desk EA	07/24/2024
Ashley Evans	WMS	6th Grade Math Teacher	07/24/2024

**Resignations**

Ashley Carter	BAE/JTF	Library EA	07/24/2024
Laura Vaughn	CSS	Daycare Worker Part-Time	05/24/2024
Amy Hills	ELE	Educational Assistant/RTI	08/16/2024
Virgil Clay Brown	EMS	Educational Assistant/RTI	07/22/2024
Anita Youngblood	JTF	Part-Time Cafeteria Worker	07/01/2024
Jennifer Kanan	REL	2nd Grade Teacher	06/18/2024
April Lauren Malone	REL	Resource EA	07/14/2024
Atticus Hensley	EMS/WMS	Band Director/Fine Arts Coord.	06/28/2024
Haley Crawford	THS	Sped EA	07/23/2024
Mitchell Rickles	THS	Custodian	08/05/2024

**Retirements**

Dan Davis	THS	Custodian	08/30/2024
Charles Hickerson	THS	English Teacher	12/20/2024

**Transfers**

Sarah Caldwell	ELE-ELE	Cafe Manager-619 VPK EA	07/24/2024
Abbie Delozier-Harris	REL-ELE	Cafe Manager-Cafe Manager	07/08/2024
Lynn Tankersley	REL-REL	Cafe Worker FT-Cafe Manager	07/22/2024
Taylor Anna Puckett	BAE-BAE	EA Gen Ed.-RTI EA	07/24/2024
Beth Rhea	BAE-BAE	3rd Grade Teacher-Title I RTI Teacher	07/24/2024
Natalia Aguirre	THS-THS	FT Cafeteria Worker-Assistant Manager	07/24/2024
Cristen Bain	ELE-THS	PT Cafeteria Worker-FT Cafeteria Worker	07/24/2024
Jada Bartlett	THS-THS	Gen Ed EA-Sped EA	07/24/2021
Jeromie Farrell	THS-THS	Sped EA-Gen Ed EA	07/24/2024